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Info Source

**Sources of Federal
Employee Information
2003–2004**

Canada

Info Source

Sources of Federal Employee Information 2003–2004



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A. Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

Info Source: Sources of Federal Employee Information will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the **Privacy Act**.

This book is a complementary volume to “**Info Source: Sources of Federal Government Information**” that contains information about the Government of Canada, its organization and its information holdings.

The annual edition of **Info Source** is supplemented by **Bulletins**, including the **Directory of Federal Government Enquiry Points**.

B. Inside Info Source

This **Info Source** publication has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada, or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food, or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this publication, some essential points about the **Privacy Act**, and directions on how to locate information by using **Info Source** or by making a formal request under the **Privacy Act**;
- a summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents. This listing gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of each of the Standard Banks (see definition below).

Chapters

There is one chapter for each federal government department or agency subject to the **Privacy Act**. Each chapter contains a description of personal information relating to current and former employees of the institution, the purpose and intended use (consistent use) of the information, and a statement of how long the records containing the information are retained by the institution (retention), what happens to the records when no longer required by the institution (disposal which is either destruction or transfer to the National Archives of Canada for permanent retention) and the authority reference that permits the initiation of the disposition action (Retention Disposition Authority).

C. Useful Terms

Access to Information and Privacy Coordinator: Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people who can answer questions and help you identify the records you may wish to see. The Coordinators may be contacted in person, by telephone, by letter or through the completion of the Access to Information and/or Privacy Request form. If you send a completed Access Request form or letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

Administrative Purpose: The use of personal information in a decision making process that directly affects that individual.

Classes of Personal Information: Personal information not used administratively or not retrievable by personal identifier is described under "Classes of Personal Information," i.e. unsolicited opinions, complaints or correspondence. This category was included to ensure that government departments and agencies account for all personal information that they hold.

Data Matching: An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.

Information Life Cycle: The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information; its organization, retrieval, use, accessibility, dissemination and transmission; its storage, maintenance, and protection; and its disposition and preservation.

Multi-Institutional Disposition Authority (MIDA): A MIDA is a Records Disposition Authority granted by the National Archivist to government institutions on a multi-institutional basis, which relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions. The Multi-Institutional Disposition Authorities are designed to eliminate the need for government institutions individually to prepare submissions for and negotiate agreements with the National Archivist for records that have similar administrative or operational status.

There are currently three categories of MIDA. They are:

1. Transitory Records

- The Authority for the Destruction of Transitory Records

2. Common Administrative Records

http://www.archives.ca/06/0610_e.html

- General Administrative Function (Authority No. 98/001)
- Real Property Management Function (Authority No. 2001/002)
- Material Management Function (Authority No. 99/003)
- Comptrollership Function (Authority 99/004)
- Human Resources Management Function (Authority No. 98/005)

3. Common Operational and Medium-Specific Records

- Institutional Records in the Office of a Minister (Authority No. 96/021)
- Records of Deputy Heads of Government Institutions (Authority No. 96/022)
- Electronic Imaging Systems (Authority No. 96/023)
- Poster-Creating Areas of Government Institutions (Authority No. 96/024)
- Audio-Visual Records Stored on Behalf of Client Departments (Authority No. 2001/004)

Questions concerning the application or interpretation of the Multi-Institutional Disposition Authorities may be addressed to the Information Management Centre of the National Archives of Canada (NA) at (613) 944-IMGI (4644) or by e-mailing imgi@archives.ca

Personal Information Banks (PIBs): Personal Information Banks provide a summary description of the type of information about individuals that is held by federal departments and agencies in their records and that has been used, is being used, or is available for use for an administrative purpose, or is organized or intended to be retrieved by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

Please refer to Section “D” of this Introduction for additional information related to Personal Information Banks.

Program Record Number or Bank Number: This unique identifying number located at the end of each Program Record or Personal Information Bank helps the Access to Information and Privacy office to locate the information requested. This number is assigned by each institution as a finding tool to access the information contained in their records.

Records Disposition Authority: In accordance with the provisions of the National Archives of Canada Act, a Records Disposition Authority (RDA) is the instrument that the National Archivist issues to enable government institutions to dispose of records which no longer have operational value, either by permitting their destruction, by requiring their transfer to the National Archives or by agreeing to their alienation from the control of the Government of Canada.

Accountability regarding the decision to destroy records and the timing of records destruction rests with individual government institutions. Records Disposition Authorities are normally applied when records are no longer required to support the business functions, operations and activities of the organization.

Retention Guidelines: Government institutions are responsible for ensuring that all information/records are managed within an established life cycle. The retention guidelines provide a timetable for the length of time institutional information/records are held within the institution, when the information/records are no longer required to meet operational, legal or other requirements, and when the Records Disposition Authorities can be applied to the information/record holdings for final disposition.

It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is therefore required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. The National Archives of Canada does provide guidelines on retention periods for common administrative records on their Internet site at www.archives.ca.

D. Personal Information Banks

Personal Information Banks: Personal Information Banks provide a summary of information about individuals that is held by federal departments and agencies in their record keeping systems. The **Privacy Act** requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

There are four types of Personal Information Banks (PIB), but this publication contains only three of those types of PIBs, as follows:

Standard Banks: There are 23 Standard Personal Information Banks that describe the information that may be contained in the common administrative records that many government institutions maintain about their employees. Institutions may require several or all of these banks to describe the personal information contained within their records. The Standard Banks describe information about pay and benefits, training and development, performance, etc.

Standard PIBs are identified with the unique identifier "PSE" as part of the bank number contained within the PIB.

Central Banks: These records and their related banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They describe information about employees from all or several government institutions.

Central Banks are identified with the unique identifier "PCE" as part of the bank number contained within the PIB.

Particular Banks: Particular Banks describe personal information about employees that is specific to the requirements of each department or agency and is held within their record keeping systems.

Particular information banks are identified with the unique identifier "PPE" as part of the bank number contained within the PIB.

The fourth type of Personal Information Bank is also a Particular Bank, but it is only contained in **Info Source: Sources of Federal Government Information**. This type of PIB describes personal information about members of the general

public, contained in the records of the particular institution declaring that PIB. In addition, this type of Personal Information Bank may describe personal information about members of the general public and federal employees (current and former). These Personal Information banks are identified with the unique identifier “PPU”.

E. Roles and Responsibilities

Treasury Board

In accordance with the ***Access to Information Act***, Treasury Board is responsible for the annual creation and dissemination of a publication that provides a description of government organizations, program responsibilities and classes of records with sufficient clarity and detail to enable the public to exercise its rights under the ***Access to Information Act***.

Treasury Board is also responsible for the annual publication of an index of personal information that will both serve to keep the public informed of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the ***Privacy Act***. Treasury Board Secretariat fulfils these requirements through the annual publication of ***Info Source*** that is comprised of the following publications:

Sources of Federal Government Information

This publication describes the organization and its information holdings

Sources of Federal Employee Information

This publication lists the personal information banks containing information related to federal employees

Directory of Federal Government Enquiry Points

This publication contains contact information for federal departments and agencies

Access to Information Act and Privacy Bulletin

This publication contains summaries of federal court cases and statistics of requests made under the ATIA and PA.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

National Archives of Canada

Under the ***National Archives of Canada Act (1987)***, the National Archives is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Through the Government Records Disposition Program, the National Archivist issues ***Records Disposition Authorities*** (RDA) to enable government institutions to dispose of records which no longer have operational value, either by permitting their destruction (at the discretion of institutions), by requiring their transfer to the National Archives of Canada, or by agreeing to their alienation from the control of the Government of Canada.

Questions concerning the application or interpretation of the Multi-Institutional Disposition Authorities may be addressed to the Information Management Centre of the National Archives of Canada (NA) at (613) 944-IMGI (4644) or by e-mailing imgi@archives.ca

Individual Institutions

Government institutions are required to provide descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the ***Privacy Act***. Consequently, each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is therefore required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA.

F. Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The **Privacy Act** gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask

In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the **Privacy Act**. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential

The federal government must keep some personal information confidential under the **Privacy Act**, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the **Privacy Act**, there are certain procedures to follow.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be responded to.
- If you are currently a federal employee, send the form to the Access to Information and Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Archives of Canada, 395 Wellington Street, Ottawa, Canada, K1A 0N3, (613) 995-5138.

There is no charge to apply for information under the **Privacy Act**.

To change the information

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information

The protection of your personal information and privacy is also a very important purpose of the **Privacy Act**. The **Act** states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information

The government can only disclose your information to someone else with your consent or when one or more of the criteria in the **Privacy Act** are met, such as complying with a subpoena.

Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told the reason an additional 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner can also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court - Trial Division for a review of the matter.

You may contact the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, 3rd Floor, Tower B
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries(613) 995-8210
Fax(613) 947-6850
Toll-free1-800-282-1376
TTY(613) 992-9190
Web Sitewww.privcom.gc.ca

G. Using Info Source quickly and effectively

Determine the correct chapter

Turn to the chapter of the department or agency you think has the information and check the personal information banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

H. Where to obtain more information

You may consult **Info Source** publications at various locations within departments and agencies, such as offices of Access to Information and Privacy Coordinators and libraries.

If you would like more information about **Info Source**, **Sources of Federal Government Information**, **Sources of Federal Employee Information**, or the **Privacy Act**, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower
140 O'Connor Street, Ottawa, Ontario K1A 0R5

Telephone(613) 957-2455
Fax(613) 952-7287
E-Mailinfosource@tbs-sct.gc.ca
Web Sitewww.tbs-sct.gc.ca

If you would like a copy of the Directory of Federal Government Enquiry Points or the Access to Information Act and Privacy Bulletin, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Room P-140, Level P-1W
300 Laurier Avenue West, Ottawa, Ontario K1A 0R5

Telephone(613) 995-2855
Fax(613) 996-0518
E-MailService-Publications@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information or Sources of Federal Employee Information**, please contact:

Canadian Government Publishing – Communication Canada

Ottawa, Ontario K1A 0S9

Telephone(819) 956-4800
Fax(819) 994-1498
Toll-free1-800-635-7943
Web Sitewww.communication.gc.ca/publications/publications_e.html

Info Source is also available on the Internet at: infosource.gc.ca

Note: **Privacy Act** requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

Access to Information and Privacy Coordinators

Agriculture and Agri-Food Canada

Danielle Jacques
Access to Information and Privacy Coordinator
Room 255, Sir John Carling Building
930 Carling Avenue
Ottawa ON K1A 0C5
Tel: (613) 759-7083
Fax: (613) 759-6547

Atlantic Canada Opportunities Agency

Claudia Gaudet
Access to Information and Privacy Coordinator
P.O. Box 6051
3rd Floor Blue Cross Centre
644 Main Street
Moncton NB E1C 9J8
Tel: (506) 851-3845
1 800 561-7862
Fax: (506) 851-7403

Atlantic Pilotage Authority Canada

Bonnie Jollymore
Access to Information and Privacy Coordinator
Cogswell Tower, Suite 910
2000 Barrington Street
Halifax NS B3J 3K1
Tel: (902) 426-2551
Fax: (902) 426-7333

Bank of Canada

Colleen Leighton
Access to Information and Privacy Coordinator
4th Floor, West Tower
234 Wellington Street
Ottawa ON K1A 0G9
Tel: (613) 782-7104
Fax: (613) 782-7317

Belledune Port Authority

Luc Forcier
Access to Information and Privacy Coordinator
112 Shannon Drive
Belledune NB E8G 2W2
Tel: (506) 522-1202
Fax: (506) 522-0803

Blue Water Bridge Authority

Mary Teft
Access to Information and Privacy Coordinator
1 Bridge Street
Point Edward ON N7V 4J5
Tel: (519) 336-2720
Fax: (519) 336-7622

British Columbia Treaty Commission

Chief Commissioner
Suite 203
1155 West Pender Street
Vancouver BC V6E 2P4
Tel: (604) 482-9200
Fax: (604) 482-9222

Business Development Bank of Canada

Robert D. Annett
Access to Information and Privacy Coordinator
Suite 400
5 Place Ville-Marie
Montreal QC H3B 5E7
Tel: (514) 283-3554
Fax: (514) 283-9731

Canada Council for the Arts

Irène Boilard
Access Information and Privacy Coordinator
P.O. Box 1047
350 Albert Street, 9th Floor
Ottawa ON K1P 5V8
Tel: (613) 566-4414 Ext 4261
Fax: (613) 566-4430

Canada Customs and Revenue Agency

Peter Hull
Access to Information and Privacy Coordinator
11th Floor Albion Tower
25 Nicholas Street
Ottawa ON K1A 0L5
Tel: (613) 957-8821
Fax: (613) 941-9395

Canada Deposit Insurance Corporation

Claudia Morrow
Access to Information and Privacy Coordinator
50 O'Connor Street, 17th Floor
Ottawa ON K1P 5W5

Tel: (613) 947-0268
Fax: (613) 947-6055

Canada Economic Development for Quebec Regions

Andrée Narbonne
Access to Information and Privacy Coordinator
P.O. Box 247
800 Victoria Square, Suite 3800
Montreal QC H4Z 1E8

Tel: (514) 283-8418
Fax: (514) 283-9679

Canada Industrial Relations Board

Christine Brûlé-Charron
Access to Information and Privacy Coordinator
4th Floor West
240 Sparks Street
Ottawa ON K1A 0X8

Tel: (613) 947-5421
Fax: (613) 947-5407

Canada Lands Company Limited

Fiorina Guido
Access to Information and Privacy Coordinator
Suite 1500
200 King Street West
Toronto ON M5H 3T4

Tel: (416) 952-6194
Fax: (416) 952-6200

Canada Mortgage and Housing Corporation

D. V. Tyler
Access to Information and Privacy Coordinator
700 Montreal Road
Ottawa ON K1A 0P7

Tel: (613) 748-2892
Fax: (613) 748-4098

Canada-Newfoundland Offshore Petroleum Board

Jim Doyle
Access to Information and Privacy Coordinator
5th Floor TD Place
140 Water Street
St. John's NL A1C 6H6

Tel: (709) 778-1464
Fax: (709) 778-1473

Canada-Nova Scotia Offshore Petroleum Board

Michael S. McPhee
Access to Information and Privacy Coordinator
6th Floor TD Centre
1791 Barrington Street
Halifax NS B3J 3K9

Tel: (902) 422-5588
Fax: (902) 422-1799

Canada Post Corporation

Richard A. Sharp
Privacy Coordinator
Suite N0643
2701 Riverside Drive
Ottawa ON K1A 0B1

Tel: (613) 734-6871
Fax: (613) 734-7329

Canada Science and Technology Museum Corporation

Ian MacLeod
Access to Information and Privacy Coordinator
P.O. Box 9724 Station T
2380 Lancaster Road
Ottawa ON K1G 5A3

Tel: (613) 991-6390
Fax: (613) 998-7759

Canadian Air Transport Security Authority

Renée Fairweather
Access to Information and Privacy Coordinator
99 Bank Street, 13th floor
Ottawa ON K1P 6B9

Tel: (613) 998-4527
Fax: (613) 991-6726

Canadian Artists and Producers Professional Relations Tribunal

Josée Dubois
Access to Information and Privacy Coordinator
1st Floor West
240 Sparks Street
Ottawa ON K1A 1A1

Tel: (613) 996-4053
Fax: (613) 947-4125

Canadian Centre for Management Development

Lisa Robinson
Access to Information and Privacy Coordinator
373 Sussex Drive
Ottawa ON K1N 6Z2

Tel: (613) 947-3573
Fax: (613) 943-1038

Canadian Centre for Occupational Health and Safety

Bonnie Easterbrook
Access to Information and Privacy Coordinator
250 Main Street East
Hamilton ON L8N 1H6

Tel: (905) 572-2981 Ext 4401
Fax: (905) 572-2206

Canadian Commercial Corporation

Sharon Fleming
Access to Information and Privacy Coordinator
50 O'Connor Street, Suite 1100
Ottawa ON K1A 0S6

Tel: (613) 943-0953
Fax: (613) 995-2121

Canadian Cultural Property Export Review Board

Catherine Jensen
Access to Information and Privacy Coordinator
15 Eddy Street, 3rd Floor
Gatineau QC K1A 0M5

Tel: (819) 997-8933
Fax: (819) 997-7757

Canadian Dairy Commission

Chantal Paul
Access to Information & Privacy Coordinator
Building 55 NCC Driveway
Central Experimental Farm
960 Carling Avenue
Ottawa ON K1A 0Z2

Tel: (613) 792-2040
Fax: (613) 792-2009

Canadian Environmental Assessment Agency

Ann Amyot
Access to Information and Privacy Coordinator
Room 905
200 Sacré-Coeur Boulevard
Gatineau QC K1A 0H3

Tel: (819) 953-8351
Fax: (819) 953-2891

Canadian Firearms Centre

James Deacon
Access to Information and Privacy Coordinator
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Standard Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.

These information banks are identified with the unique identifier "PSE" as part of the bank number contained within the PIB.

Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada.
 - o The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

Attendance and Leave

Description: The records containing the information described in this bank may include absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's Personal Record Identifier and correspondence about attendance and leave. The annual record of attendance and leave may be attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of

absenteeism. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RD Number:** 98/005 **Bank Number:** PSE 903

Discipline

Description: The records containing the information described in this bank may include notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees and former employees of the institution. **Purpose:** The purpose of these records is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** (1) For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. (2) Documentation concerning a specific employee including documentation related to disciplinary action – the time limit for disposal is that specified in applicable collective agreements or a minimum of two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. (3) In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. **RD Number:** 98/005 **Bank Number:** PSE 911

Electronic Network Monitoring Logs

Description: The records containing the information described in this bank relate to electronic network use which is compiled when there is suspected misuse of a federal government electronic network, as defined by institutional or Treasury Board policies on the use of electronics networks. Examples of information that may be in the records include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. **Class of Individuals:** Employees of the institution and other individuals using federal government electronic networks. **Purpose:** The information contained in the records is compiled to support the investigation of suspected or alleged misuse of government electronic networks. **Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of institutional or Treasury Board policies on the use of electronic networks is determined. **Retention and Disposal Standards:** For the specific amount of time that different types of

common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001
Bank Number: PSE 922

Employee Assistance

Description: The records containing the information described in this bank are treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP). These records may include notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional record (with its related personal information bank) and not held with EAP files. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records are to document information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 916

Employee Personnel Record

Description: This bank describes information that may be contained in an Employee's Personnel Record – a record that provides information related to an individual's employment with government institutions listed in the Schedule to the Privacy Act. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and may contain some or all of the following information: personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumé and references.

The Employee Personnel Record may also contain information related to staffing, attendance and leave, pay, benefits, garnishments, training and development, decisions concerning compensation and fitness for work, official languages, discipline, level of security clearance, location of employment; appointments, transfers, deployments, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service,

including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination.

Please refer to other Standard Banks for a more complete description of the information contents of institutional records related to some of the topics identified above.

In cases when an individual moves from one organization to another (when both institutions are under the Schedule of the Privacy Act), pertinent records may be retained by the first organization until all required administrative actions have been completed at the first institution prior to the transfer of those records to the second institution.

Class of Individuals: Employees and former employees of the institution. **Purpose:** Employee Personnel Records are maintained for the purpose of facilitating personnel administration in the employing organization, as well as for ensuring continuity and accuracy when an employee is transferred from one organization to another within the universe listed under the schedule of the Privacy Act. The records containing the information described in this bank are used to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. As such, the information is sometimes used for planning future personnel actions based on current demographics of the employee population, including succession planning.

Consistent Uses: Consistent uses include supporting the administration of the personnel functions listed in the Description above. Other consistent uses include confirming the identity of employees where required for access to governmental and departmental web-sites and data-bases. Some information is also provided to Public Works and Government Services Canada (PWGSC) to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to Human Resources Development Canada (HRDC) for Employment Insurance and pension purposes; and to the Canada Customs and Revenue Agency (CCRA) and Province of Quebec for tax purposes. Some information is shared between previous and current employers for the purpose of finalizing payments, including retroactive payments and the recovery of outstanding amounts due to the Crown when an employee terminates employment with one organization and starts employment with another organization. **Retention and Disposal Standards:** Records are retained by the current employing institution for the duration of employment in organizations listed under the schedule of the Privacy Act plus one year after the last administrative use, and then transferred to the control of the Federal Records Centre, National Capital Region, National Archives of Canada. The civilian personnel records are destroyed by the National Archives of Canada when the individual turns eighty (80) years of age provided 2 years have elapsed since the last administrative action on the file. **RDA**

Number: 98/005 and **RDA Number:** 98/018 **Bank Number:** PSE 901

Employment Equity Program

Description: The records containing the information described in this bank include personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records.

Class of Individuals: Employees of the institution.

Purpose: Related records provide documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902).

Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 918

Grievances

Description: The records containing the information described in this bank may include presentations by employees and bargaining unit representatives; receipt

notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this record is to capture information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information described in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal Standards:**

For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 910

Harassment

Description: The records containing the information described in this bank may include information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to a relevant Discipline record and contain information as described in the Discipline Standard PIB. **Class of Individuals:**

Employees of the institution and other persons working for the public service. **Purpose:** The purpose of these records is to capture information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that

institution's ATIP Co-ordinator. **RDA Number:** 98/005
Bank Number: PSE 919

Identification and Building-Pass Cards

Description: The records containing the information described in this bank may include photographs, signatures, surnames, given names and card numbers of pass holders, identification forms and correspondence related to the issuance and maintenance of identification and building-pass cards and access control records.

Class of Individuals: Employees and those individuals on assignment or contract who require access to a federal institution. **Purpose:** The purpose of these records are to maintain information relating to the issuance, use and cancellation of identification and building-pass cards and to assist in ensuring the security of government facilities and the safety and security of individuals and assets present in such facilities.

Consistent Uses: To issue identification and building-pass cards. Additionally, with the consent of the individual concerned, photographs held on file may be used for identification purposes in support of personnel security screening. The identification and building-pass database may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, the information may be shared with appropriate law enforcement agencies and emergency workers.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 917

Internal Disclosure of Information Concerning Wrongdoing in the Workplace

Description: The records containing the information described in this bank relates to the development, implementation and management of internal mechanisms to manage the disclosure of wrongdoing. The information described by this bank contains general inquiries, advice, formal and informal complaints of wrongdoing. Related records include the letters of complaint regarding incidents of wrongdoing, date and nature of the wrongdoing, name of the individual alleged to have committed the wrongdoing and other pertinent information, records of interviews; summations of investigations and analyses of events and records of decision taken. This bank also describes information leading to the production of an annual report that includes the efficiency of mechanisms for the identification and processing of wrongdoing incidents, an analysis of the disclosures and recommendations to improve the process. **Class of Individuals:** Employees reporting to all departments and organizations of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act. **Purpose:** This purpose of this bank is to identify the types of information necessary for dealing with complaints under the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. In those cases where wrongdoing has occurred, to determine the appropriate action, including

administrative, disciplinary or legal action, to be taken to end a wrongdoing situation. In addition, this bank is used to record information required to develop an annual report that provides statistics, issues, challenges and recommendations. **Consistent Uses:** To support decisions on discipline or legal action concerning disclosed wrongdoing; to ensure fairness in the investigation process, information concerning the findings and recommendations resulting from the investigation of a disclosure of wrongdoing; to support the development of an annual report for the deputy head of the institution.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 923

Occupational Safety and Health

Description: The records containing the information described in this bank may include accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (HRDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 907

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and Personal Record Identifier for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Employees of the institution.

Purpose: The purpose of the information described by this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 906

Parking

Description: The records containing the information described in this bank may include permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP or the City of Ottawa. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 914

Pay and Benefits

Description: The records containing information described in this bank may include certificates for pay, records regarding allowances and deductions, which set out pay and benefit information for each employee, and includes the Social Insurance Number (SIN) as well as correspondence related to the administration of pay and benefits. The records may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records may be attached to

the Employee Personnel Record.) **Class of Individuals:** Employees and former employees of the institution.

Purpose: The purpose of the documentation described in this bank is for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The provision of the SIN by employees is mandatory for this bank and is required for disclosure to PWGSC, which upon receipt will subsequently create a Personnel Record Identifier (PRI). The SIN is also collected on behalf of and disclosed to CCRA for income tax purposes and the issuing of T4s. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Family Support Orders and Agreements Garnishment Regulations. **Retention and Disposal Standards:** For the specific amount of time that these types of documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 904

Performance Reviews and Employee Appraisals

Description: The records containing the information described in this bank may include appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 912

Personnel Security Screening (Reliability Screening/Security Clearance)

Formerly: Reliability Checks (PSE 921)& Security Clearances (PSE 909)

Description: The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or contract in accordance with the Government Security Policy (GSP). The records include completed Personnel Consent and Authorization Forms, applicable Security Clearance and Personal History documentation, certification data of educational

and professional qualifications, employment, criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, as well as other personal information. Information provided by applicants may only be shared with credit bureaus, RCMP and CSIS which conduct the requisite checks in accordance with the GSP or for purposes of transferability as defined within the Personnel Security Standards of the GSP, other federal department's security offices. Notation of level of reliability/clearance authorizations may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. **Class of individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status and/or security clearance classification. **Purpose:** The purpose of these records is to document and retain information pertinent to the determination of an individual's identity, honesty, trustworthiness, suitability and loyalty to protect the employer's assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. Institutions may have access only to the information contained in this bank and not to investigative information contained in the CSIS bank. **Consistent Uses:** To support decisions on new hires, transfers, promotions, discipline, and termination of employment or contractual agreements. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 924

Recognition Policy

Description: The records containing the information described in this bank relates to information on public servants who have been nominated for awards under the federal government's Recognition Policy. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Recognition Policy. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Recognition Policy. **Consistent Uses:** The information in these records is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 920

Staffing

Description: The records containing the information described in this bank may include staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

Class of Individuals: Employees of the institution.

Purpose: The records document the information used in staffing positions in a government institution. They are also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 902

Training and Development

Description: The records related to the information described in this bank may contain personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is described in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records are to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating

to employment equity programs. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 905

Travel and Relocation

Description: The records containing information described in this bank may contain authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records are to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 and **RDA Number:** 99/004 **Bank Number:** PSE 913

Values and Ethics Code for the Public Service

Description: The information contained in records relevant to this topic include (1) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Values and Ethics Code for the Public Service and (2) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. **Class of Individuals:** Current and former employees of government institutions listed in Part I, Schedule I, of the Public Service Staff Relations Act. **Purpose:** The purpose of these records is to (1) maintain information about potential and actual conflict of interest situations for employees of a government institution listed in Part I, Schedule I, of the Public Service Staff Relations Act; (2) to record potential conflicts of interest; and (3) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. Additionally, to enable designated officials to determine whether a former public servant, to whom post-employment compliance measures apply, is in compliance. This impacts on a public officer's ability to deal with a former public servant. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 915

Vehicle, Ship, Boat and Aircraft Accidents

Description: The records containing information

described in this bank may contain reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of these records is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **Bank Number:** PSE 908

Workplace Day Care

Description: The records containing information described in this standard bank may contain information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre. **Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. **Purpose:** These records are to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. They will be used to determine the level of ongoing federal rental support for the workplace day care centre. This information will also be used for the purposes of evaluating the day care centre policy. **Consistent Uses:** The information in these records will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. **Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 930

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Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants	Public Service Commission of Canada	PSC PCE 766
Accelerated Executive Development Program (AEXDP): Inventory of Participants	Public Service Commission of Canada	PSC PCE 769
Access Requests	Public Service Commission of Canada	PSC PCE 743
Access to Information and Privacy (ATIP) Community Awards for Excellence	Treasury Board of Canada Secretariat	TBS PCE 741
Adjudication – Section 92 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 708
Adjudication – Section 98 and 99 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 709
Analytical Environment (formerly EDP Statistical Systems)	Public Service Commission of Canada	PSC PCE 761
Appeal Hearings	Public Service Commission of Canada	PSC PCE 702
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Assessment Centre for Executive Appointment (AC for EXA)	Public Service Commission of Canada	PSC PCE 772
Assistant Deputy Minister and Successful PQP Personal Files	Treasury Board of Canada Secretariat	LN PCE 700
Assistant Deputy Minister Business Support System	Treasury Board of Canada Secretariat	LN PCE 720
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants	Public Service Commission of Canada	PSC PCE 770
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants	Public Service Commission of Canada	PSC PCE 771
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Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)	Public Service Commission of Canada	PSC PCE 723
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Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))	Treasury Board of Canada Secretariat	TBS PCE 706
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Official Languages Information System (OLIS II)	Treasury Board of Canada Secretariat	TBS PCE 703
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Agriculture and Agri-Food Canada

Chapter 1

Particular Banks

Career Management Program

Description: The bank contains personal information on employees such as: names, résumés, and career plans. There is information in the bank on the program's policies, guidelines and key documents. **Class of Individuals:** All employees within the Farm Financial Programs Branch, Strategic Policy Branch, Rural Secretariat and Co-operatives Secretariat who wish to utilize the services provided by the Career Management Program. **Purpose:** The bank exists to facilitate and document the work with those employees using the Career Management Program services in their career development. The bank also exists to enable the matching and marketing of developmental opportunities within these branches with employees interested in acquiring certain specific skills and experience, as identified in their career plans.

Consistent Uses: To provide ongoing career development assistance to the branches' employees in support of the continuous learning objectives of the Department. **Retention and Disposal Standards:** Policy and program records are held for five years from program modification or completion of the program. Employee information is kept for two years after the employee leaves the branch permanently. **Related to PR#:** AAFC HRB 860 **TBS Registration:** 005112 **Bank Number:** AAFC PPE 830

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups,

levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Departmental employees. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 000913 **Bank Number:** AAFC PPE 808

Employment Equity Program

Description: This bank resides within Departmental Human Resources Management System. Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of Individuals:** Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 003648 **Bank Number:** AAFC PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002698 **Bank Number:** AAFC PPE 819

Expenditure Accounts – Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Department

claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **RDA Number:** 99/004 **Related to PR#:** AAFC CMB 914 **TBS Registration:** 002285 **Bank Number:** AAFC PPE 817

Financial Management Information System – SATURN

Description: The official financial and material management information system for the department, the Canadian Food Inspection Agency and , the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost) centre; Authority (fund); Purpose (activity) Project (Internal order) and Object of Expenditure (GL) account. Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in Saturn. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in Saturn. **Class of Individuals:** Non Departmental employees. **Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Canada Customs and Revenue Agency. **Consistent Uses:** Refer to Purpose of the bank. **Retention and Disposal Standards:** Information remains on Saturn and is rolled from year to year. When there is no further activity, the information is removed from the system. **RDA Number:** 99/004 **Related to PR#:** AAFC CSMB 852 **TBS Registration:** 002945 **Bank Number:** AAFC PPE 805

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. **RDA Number:** 86-001 **Related to PR#:** AAFC HRB 925 **TBS Registration:** 002048 **Bank Number:** AAFC PPE 807

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

Class of Individuals: All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. **Consistent Uses:** Same as for 'Purpose'. **Retention and Disposal Standards:** Minimum retention of 5 years as per authority. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002946 **Bank Number:** AAFC PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **RDA Number:** 85-001 **Related to PR#:** AAFC CMB 913 **TBS Registration:** 002283 **Bank Number:** AAFC PPE 816

Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee

Description: This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees or working groups; would like to be kept informed of the activities of the committee; and any personal comments made by the respondents of the form. **Class of Individuals:** The information relates to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions. **Purpose:** The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities. **Consistent Uses:** The information is for the use of the committee, the Assistant Deputy Minister of Corporate Management

Branch and his/her advisors. **Retention and Disposal Standards:** To be determined. **RDA Number:** To be determined **TBS Registration:** 003928 **Bank Number:** AAFC PPE 828

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 920 **TBS Registration:** 003320 **Bank Number:** AAFC PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. **RDA**

Number: To be determined **Related to PR#:** AAFC CMB 856 **TBS Registration:** 002099 **Bank Number:** AAFC PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002701 **Bank Number:** AAFC PPE 822

Research Skills Inventory

Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. **Class of Individuals:** Research Branch Scientific and Professional Category employees. **Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. **Consistent Uses:** To plan future demand for scientific and professional personnel. **Retention and Disposal Standards:** The bank is to be updated annually. Records are kept for a period of five years. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 921 **TBS Registration:** 002700 **Bank Number:** AAFC PPE 803

Salary Management System

Description: This bank contains information about employees of the institution including the following: Personal Record Identifier, First and Last Name, Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding. **Class of Individuals:** Employees of the institution. **Purpose:** The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures. **Consistent Uses:** The Salary Management System has only the two functions described above. **Retention and Disposal Standards:** Information is kept for six fiscal years then destroyed.

RDA Number: To be determined **Related to PR#:** AAFC CMB 700 **TBS Registration:** 005113 **Bank Number:** AAFC PPE 831

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. **Retention and Disposal Standards:** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. **RDA Number:** To be determined **Related to PR#:** AAFC CMB 852 **TBS Registration:** 002943 **Bank Number:** AAFC PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial

long distance service and other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. **Class of Individuals:** Employees of the Department. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **RDA Number:** To be determined **Related to PR#:** AAFC CMB 852 **TBS Registration:** 003319 **Bank Number:** AAFC PPE 827

Training and Development

Description: This bank within Human Resources Management System contains personal data including course applications and evaluations; personal record Identifier (PRI); records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The PRI is used for the purpose of identification and financial administration of training. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an

employee. **RDA Number:** 98/005 **Related to PR#:** AAFC HRB 927 **TBS Registration:** 000917 **Bank Number:** AAFC PPE 810

Travel and Relocation

Description: This bank contains authorized requests for individual travel cards (ITCs), foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. **Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue travel cards, passports and visas. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for: travel cards, which are retained until the expiry date and passports, which are retained for a minimum of five years. **RDA Number:** 99/004 **Related to PR#:** AAFC CMB 852 **TBS Registration:** 002282 **Bank Number:** AAFC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

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Identification and Building-Pass Cards

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Official Languages

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Performance Review and Employee Appraisal

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Accident Aircraft

Atlantic Pilotage Authority Canada

Chapter 3

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Bank of Canada

Chapter 4

Particular Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. **Class of Individuals:** Bank of Canada employees; contractors; tenants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards. **Consistent Uses:** To issue and control access cards. **Retention and Disposal Standards:** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. **RDA Number:** 98/001 **TBS Registration:** 003289 **Bank Number:** BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and

leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to support the administration of employee attendance and leave.

Consistent Uses: To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. **Retention and Disposal Standards:**

Records are kept for a period of three years, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002211 **Bank Number:** BOC PPE 821

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

Consistent Uses: To determine the need for and nature

of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and**

Disposal Standards: Records are kept for a period of five years following the date of disciplinary action, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002219 **Bank Number:** BOC PPE 836

Employee Health Record

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workplace Safety Insurance Board (WSIB) reports. Prior to 2002, this bank may also contain records relating to the Income Maintenance and Long-Term Disability Programs, i.e. completed forms to apply for LTD; all interaction between employee and Health Services; gradual return to work program records, etc. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs.

Consistent Uses: The information is used to support medical, employment and pension decisions/entitlements.

Retention and Disposal Standards: Records are kept for a period of 20 years following the last administrative use, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms.

RDA Number: 98/005 **TBS Registration:** 002215

Bank Number: BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curriculum vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** Bank

of Canada employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002210 **Bank Number:** BOC PPE 810

Employment Equity Program

Description: This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender, whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group. **Class of Individuals:** Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada. **Purpose:** This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035). **Consistent Uses:** The information gathered is used in the delivery of the Bank's Employment Equity

program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank. **Retention and Disposal Standards:**

Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed.

RDA Number: 98/005 **TBS Registration:** 001942

Bank Number: BOC PPE 817

Facility Management Database

Description: This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources. **Class of Individuals:** Bank of Canada employees and contractors. **Purpose:** To assist the Bank in managing space allocation resources.

Consistent Uses: To allocate space and assets related to space such as furniture, phones, etc. **Retention and Disposal Standards:** Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed. **RDA Number:** 86/001 **TBS Registration:** 004236 **Bank Number:** BOC PPE 819

Garnishees

Description: This bank contains orders of garnishment and related correspondence. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. **Consistent Uses:** To provide for the execution of orders of garnishment. **Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 000076 **Bank Number:** BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information used in the grievance process. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. **Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002218 **Bank Number:** BOC PPE 835

Income Maintenance and Long-Term Disability Claims

Description: This bank contains specific case file records relating to the Income Maintenance and Long Term Disability programs. It contains notice of leave of absence, completed necessary forms applying to programs, medical certificates, payment information, correspondence between employee and Great West Life regarding their claim, gradual return to work program records, etc. **Purpose:** The purpose of this bank is to document information on the administration of the Income Maintenance and Long-Term Disability Programs of the Bank of Canada. **Consistent Uses:** To administer specific claims and ensure payments are made to employees who are on the income maintenance and long-term disability programs. **Retention and Disposal Standards:** Records are kept for a period of 10 years after termination of the claim or after last administrative use, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 005279 **Bank Number:** BOC PPE 832

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. **Class of Individuals:** Bank of Canada employees. **Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. **Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. **Retention and Disposal Standards:** First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records are held for 10 years following the date of the occurrence, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002217 **Bank Number:** BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. **Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. **Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002214 **Bank Number:** BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To maintain a record of parking permits. **Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed. **RDA Number:** 98/001 **TBS Registration:** 002236 **Bank Number:** BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act. **Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **RDA Number:** 98/005 **TBS Registration:** 002212 **Bank Number:** BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel

Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. **Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002237 **Bank Number:** BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings. **Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. **Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. **RDA Number:** 98/001 **TBS Registration:** 002216 **Bank Number:** BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees. **Consistent Uses:** To

administer the relocation functions with respect to their approval, as well as advances and claims. **Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. **RDA Number:** 99/004 **TBS Registration:** 000074 **Bank Number:** BOC PPE 840

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating committee assessments, including evaluation notes from staffing committees; test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The bank provides a record of the information used in staffing positions. **Consistent Uses:** To select candidates and staff positions. **Retention and Disposal Standards:** Staffing records are kept for a period of two years after the year in which they are created, or two years after the last administrative use, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002013 **Bank Number:** BOC PPE 815

Training and Development

Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank

is to provide documentation for the administration of training and development programs. **Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. **Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002213 **Bank Number:** BOC PPE 825

Training and Development — Development Assignment Programs

Description: This bank contains employee profiles, interview information, details of assignments, assignment proposal forms and agreements, and correspondence related to various development assignment programs. **Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank as well as those who have expressed their intention of participating in one of the programs. **Purpose:** This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. **Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years. **RDA Number:** 98/005 **TBS Registration:** 003424 **Bank Number:** BOC PPE 827

Travel

Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the travelling expenses of employees. **Consistent Uses:** To provide advances and approve claims for business travel expenses. **Retention and Disposal Standards:** Records are kept for a period of seven years, then destroyed. **RDA Number:** 99/004 **TBS Registration:** 000075 **Bank Number:** BOC PPE 841

Belledune Port Authority

Chapter 5

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Occupational Safety and Health

Performance Reviews and Employee Appraisals

Blue Water Bridge Authority

Chapter 6

Particular Banks

Pension Records

Description: This bank contains individual data pertaining to the pension plan including the name, date of birth, sex, marital status, marital status effective date, home address and telephone number, employee status, employee identification number, social insurance number, summary record of employment, base salary, annual pensionable earnings base, pension eligibility date, years of pensionable service, pensionable allowances, termination date and reason, amount of contributions deducted, length of work week, payment deduction information including garnishee information if applicable, division of pension banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for the issuance of the appropriate taxation forms, as authorized by the Income Tax Act. **Class of Individuals:** Employees of the Blue Water Bridge Authority. **Purpose:** The purpose is to report total remittances to the Pension Carrier during the year based on employee deduction. The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, pension benefits division as required by marriage breakdown, commuted pension benefits, pension

adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting. Past Service Pension Adjustment (PSPA) and the calculation of deficient employee contributions. The information is used for the reconciliation and validation of accounts. **Consistent**

Uses: This information is used in the preparation of reports to aid in the administration of the plan.

Retention and Disposal Standards: Records are kept for 7 years after the death of the employee and, destroyed at the end of the retention period. **RDA**

Number: 98/005 **TBS Registration:** 005472 **Bank**

Number: BWBA PPE 800

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Grievances

Identification and Building Pass Cards

Occupational Health and Safety

Pay and Benefits

Staffing

British Columbia Treaty Commission

Chapter 7

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Performance Reviews and Employee Appraisals

Staffing

Travel and Relocation

Business Development Bank of Canada

Chapter 8

Particular Banks

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** BDC employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:** Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply. **RDA Number:** 81/007 and 98/005 **TBS Registration:** 003923 **Bank Number:** BDBC PPE 820

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. **Class of Individuals:** BDC employees and their dependents. **Purpose:** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. **RDA Number:** 81/007 **TBS Registration:** 003748 **Bank Number:** BDBC PPE 805

Employee Awards Program

Description: This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented. **Class of Individuals:** BDC employees who have applied under the program. **Purpose:** The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion. **Consistent Uses:** The computer system was used to control the processing of suggestions and the giving of awards, when appropriate. **Retention and Disposal**

Standards: File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003922 **Bank Number:** BDBC PPE 815

Employment Equity Survey

Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities. **Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees. **Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). **Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes. **Retention and Disposal Standards:** These records will be retained for a period of at least five years after the year in respect of which a report is made. **RDA Number:** 98/005 **TBS Registration:** 003752 **Bank Number:** BDBC PPE 801

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the BDC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. **Retention and Disposal Standards:** Records are retained by BDC for

the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **RDA Number:** 98/005 **TBS Registration:** 003751 **Bank Number:** BDBC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Electronic Network Monitoring Logs
Employee Personnel Record
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canada Council for the Arts

Chapter 9

Particular Banks

Conflicts of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Council. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: These files are kept for the duration of employment plus 2 years, after which the records are destroyed. **RDA Number:** 98-005 **TBS Registration:** 003780 **Bank Number:** CAC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Parking
Pay and Benefits
Staffing
Training and Development
Travel and Relocation

Canada Customs and Revenue Agency

Chapter 10

Particular Banks

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. **Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. **Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training. **RDA Number:** 86/001 **TBS Registration:** 000002 **Bank Number:** CCRA PPE 801

Activity Management and Costing Data Bank

Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. **Class of Individuals:** Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who have been engaged under personal service contracts. **Purpose:** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Input records in this bank are maintained for two years. **TBS Registration:** 003544 **Bank Number:** CCRA PPE 811

Canada Customs and Revenue Agency Operations and Staff Matters Bank

Description: This information bank relates to the investigation of Canada Customs and Revenue Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the

Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of the Canada Customs and Revenue Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations. **Purpose:** The information is compiled to carry out investigations of such employees. **Retention and Disposal Standards:** Records in this bank are retained for five years after the case is closed. **TBS Registration:** 002026 **Bank Number:** CCRA PPE 803

Employee Use of Material Card

Description: This bank consists of written agreements and cards maintained to record the issuance of material, particularly equipment to agency employees for use of government premises. **Class of Individuals:** Employees of the Canada Customs and Revenue Agency. **Purpose:** To track and maintain the location of material when being utilized off government premises. **Retention and Disposal Standards:** Files are retained for two years after return of equipment. **RDA Number:** 78/001 **TBS Registration:** 001764 **Bank Number:** CCRA PPE 806

Internal Investigations

Description: This bank contains investigative reports and correspondence between officials of the Canada Customs and Revenue Agency with respect to whether an allegation against an employee is founded or not founded. **Class of Individuals:** Current or former employees of the Canada Customs and Revenue Agency and members of the general public interviewed in the course of such investigations. **Purpose:** The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Customs and Revenue Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Customs and Revenue Agency Policy on Terms and Conditions of Employment. **Consistent Uses:** Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice. **Retention and Disposal Standards:** Files are maintained for five years

after the case is closed. **TBS Registration:** 000004
Bank Number: CCRA PPE 813

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of Canada Customs and Revenue Agency. **Purpose:** This bank is used to provide a history of employees' training on word processing software. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** CCRA PPE 805

Canada Customs and Revenue Agency Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CCRA Agency with the exception of terms under three months. **Class of Individuals:** Employees of the Agency. **Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Current year plus two. **TBS Registration:** 003543 **Bank Number:** CCRA PPE 804

Employee Profiles

Description: Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data. **Purpose:** To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance. **Class of Individuals:** Employees of CCRA. **Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and Career Management Division, Ottawa. **Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CCRA and then sent to Archives. **Related to**

PR#: CCRA PSE 921 **TBS Registration:** 005105
Bank Number: CCRA PPE 830

Employment Equity Program

Description: This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Customs and Revenue Agency (CCRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information. **Class of Individuals:** Employees of the CCRA. **Purpose:** The CCRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CCRA to assess their progress on employment equity. The aggregated information will also appear in the CCRA's report to Parliament on employment equity. To get a complete picture of the CCRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems. **Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CCRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups. **Retention and Disposal Standards:** Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives. **Related to PR#:** CCRA PSE 918 **TBS Registration:** 005107 **Bank Number:** CCRA PPE 820

Managerial and Confidential Exclusions

Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level. **Class of Individuals:** Employees of the CCRA occupying or have

occupied a managerial or confidential excluded position.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency. **Retention and Disposal**

Standards: Information is retained until the position is de-excluded. **RDA Number:** 86/001 **TBS**

Registration: 000003 **Bank Number:** CCRA PPE 812

Mediation Files Bank

Description: This bank contains information on mediations conducted between employees of the CCRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement. **Class of individuals:** Employees of the CCRA who participated in a Mediation Session.

Purpose: The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents. **Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements. **Retention and Disposal**

Standards: Records of mediation are retained for two years after the mediation completion date, and then destroyed. **Related to PR#:** CCRA PSE 926 **TBS**
Registration: 005106 **Bank Number:** CCRA PPE 825

Recognition Program

Description: The bank includes information about CCRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award. **Class of Individuals:** Agency employees who have been nominated for a local regional or branch award, a CCRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award. **Purpose:** To assist in the administration of the Recognition Program. **Consistent Uses:** Some local offices use the bank for local record keeping. Some records are maintained on file nationally. **Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed. Note: This bank was formerly entitled Innovation and Excellence.

TBS Registration: 003212 **Bank Number:** CCRA PPE 810

CCRA Supervisory In-Basket Exercise Results System

Description: Information in the bank includes CCRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership in designated employment equity groups and group and level of the candidates are also included on a voluntary basis. **Class of Individuals:** Records in this bank apply to only those individuals who have written the CCRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

Purpose: This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes. **Retention and Disposal**

Standards: Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. **TBS Registration:** 003211 **Bank Number:** CCRA PPE 807

Public Key Infrastructure (PKI) Internal Identification

Description: As per the CCRA Certificate Authority Internal Certificate Policy (CCRA CA CP - Internal), the identify of individuals employed by the CCRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory. **Class of Individuals:** Employees, contractors, organisational roles, and applications within CCRA.

Purpose: PKI certificates will be used to enable telecommuting capabilities and secure email for all CCRA employees. **Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only. **Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines.

TBS Registration: 004487 **Bank Number:** CCRA PPE 818

Canada Deposit Insurance Corporation

Chapter 11

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: These records are kept for the duration of employment plus 2 years. **RDA Number:** 98/005 **TBS Registration:** 002296 **Bank Number:** CDI PPE 805

Employee Access to Premises

Description: Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. **Class of Individuals:** Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. **Purpose:** While it is a function of the electronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value.

Retention and Disposal Standards: In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security system is controlled by the landlord, the data is deleted after five years. **RDA Number:** 98/001 **TBS Registration:** 003708 **Bank Number:** CDI PPE 806

Employee Personnel Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians' certificates associated with sick leave. **Class of Individuals:** The information relates to current and former employees.

Purpose: The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. **Consistent**

Uses: This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. **Retention and Disposal Standards:** These records are retained for the duration of employment plus one year and are then transferred to the control of the Federal Records Centre, National Capital Region, National Archives of Canada. The records are destroyed by the National Archives of Canada at age 80 provided 2 years have elapsed since the last administrative action. **RDA Number:** 98/005 **TBS Registration:** 003652 **Bank Number:** CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers.

Class of Individuals: Employee applicants. **Purpose:** The purpose of this bank is to select candidates and fill staff positions. **Retention and Disposal Standards:** These records are kept two years after the last administrative action. **RDA Number:** 98/005 **TBS Registration:** 002293 **Bank Number:** CDI PPE 802

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. **Class of Individuals:** Current and former employees. **Purpose:** The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. **Retention and Disposal Standards:** These records are kept for 2 years after completion of the applicable training and development. **RDA Number:** 98/005 **TBS Registration:** 002295 **Bank Number:** CDI PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. **Retention and Disposal Standards:** These records are retained for 6 fiscal years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 99/004 **TBS Registration:** 002294 **Bank Number:** CDI PPE 803

Canada Economic Development for Quebec Regions

Chapter 12

Particular Banks

Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government and CED's employees who have requested a department assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy and to register the agreements. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **RDA Number:** 98/005 **TBS Registration:** 003888 **Bank Number:** CED PPE 815

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with CED and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Retention and Disposal Standards:** This information is kept for three years after completion on secondment agreement. **RDA Number:** 98/005 **TBS Registration:** 003223 **Bank Number:** CED PPE 805

Request for Transfer File

Description: The bank contains transfer requests from individuals from within CED and outside departments.

Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. **Class of Individuals:** Employees of CED and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Retention and Disposal Standards:** Records are kept for a period of two years after which they are destroyed. **RDA Number:** 98/005 **TBS Registration:** 003224 **Bank Number:** CED PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personal Record
Employment Equity Program
Grievances
Harassment
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development

Canada Firearms Centre

Chapter 13

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Electronic Network Monitoring Logs

Employee Assistance	Parking
Employee Personnel Record	Pay and Benefits
Employment Equity Program	Performance Reviews and Employee Appraisals
Grievances	Personnel Security Clearances (Reliability Screening/Security Clearance)
Harassment	Recognition Policy
Identification and Building-Pass Cards	Staffing
Internal Disclosure of Information Concerning Wrongdoing in the Workplace	Training and Development
Occupational Safety and Health	Travel and Relocation
Official Languages	Vehicle, Ship, Boat and Aircraft Accidents

Canada Industrial Relations Board

Chapter 14

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canada Lands Company Limited

Chapter 15

Note: Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

Canada Mortgage and Housing Corporation

Chapter 16

Particular Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.

Class of Individuals: CMHC employees and pensioners.

Purpose: The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits.

Consistent Uses: Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the Federal Office of the Superintendent of Financial Institutions

Canada and to Canada Customs and Revenue Agency (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. **Retention and Disposal Standards:** Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility. **RDA Number:** 96-027 **TBS Registration:** 003134 **Bank Number:** CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between

the private interests or holdings of employees and their official duties. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed. **RDA Number:** 96-027 **TBS Registration:** 000097 **Bank Number:** CMH PPE 808

Electronic Network Monitoring Logs

Description: This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic networks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. **Class of Individuals:** Employees of CMHC. **Purpose:** The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks. **Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined. **Retention and Disposal Standards:** Records are retained for three years following the last use of the information. **RDA Number:** 96-027 **TBS Registration:** 005072 **Bank Number:** CMH PPE 847

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their spouses and dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. **Class of Individuals:** CMHC employees, retirees and their spouses and dependents. **Purpose:** The bank allows the consultant to ensure continuity of service. **Consistent Uses:** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. **Retention and Disposal Standards:** The information is kept by the consultant until contract

termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required. **RDA Number:** 96-027 **TBS Registration:** 003135 **Bank Number:** CMH PPE 850

Employee Medical Files (1977 to 31/12/97)

Description: This bank maintains the medical record of employees and general medical information about family members. **Class of Individuals:** CMHC employees and family members. **Purpose:** This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations. **Consistent Uses:** To provide employees access to their medical records through the Access to Information and Privacy Office. **Retention and Disposal Standards:** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. **RDA Number:** 96-027 **TBS Registration:** 001937 **Bank Number:** CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave; terms and conditions of employment; pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; terms and conditions of employment; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance. **Class of Individuals:** CMHC employees. **Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references.

Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. **Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension plan and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). **Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. **RDA Number:** 96-027 **TBS Registration:** 002991 **Bank Number:** CMH PPE 815

Diversity Management and Employment Equity Program

Description: This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group. **Class of Individuals:** Employees of the Corporation. **Purpose:** This bank provides documentation To assist the integration of diversity and quality principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to: measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboriginal peoples, visible minorities and people with disabilities), capture relevant information on the needs of CMHC employees to ensure the continuous development, revision and implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs of its diverse national and international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources Development Canada and

the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources.

Retention and Disposal Standards: Records are destroyed two years after the employee leaves the Corporation. **RDA Number:** 96-027 **TBS Registration:** 002198 **Bank Number:** CMH PPE 809

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. **Class of Individuals:** Unionized CMHC employees. **Purpose:** The purpose of this bank is to record information used in all levels of the grievance process. **Consistent Uses:** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. **Retention and Disposal Standards:** Five years following date of resolution, the records are destroyed. **RDA Number:** 96-027 **TBS Registration:** 002992 **Bank Number:** CMH PPE 820

Harassment (including discrimination and sexual harassment)

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **RDA Number:** 96-027 **TBS Registration:** 002994 **Bank Number:** CMH PPE 830

Identification and Building-Pass Cards

Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the Corporation and contractors/consultants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed three years after an individual has left the

Corporation. **RDA Number:** 96-027 **TBS Registration:** 002199 **Bank Number:** CMH PPE 810

Internal Appeals and Employee Complaint Files

Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages. **Class of Individuals:** Employees who have used the internal appeal system or an external complaint process. **Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. **Retention and Disposal Standards:** Records are retained for three years from the date of the decision. **RDA Number:** 96-027 **TBS Registration:** 001938 **Bank Number:** CMH PPE 804

Investigation Files

Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. **Class of Individuals:** Employees and the general public. **Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. **Consistent Uses:** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. **Retention and Disposal Standards:** Records are retained for three years after the last administrative activity in relation to an individual case. **RDA Number:** 96-027 **TBS Registration:** 001939 **Bank Number:** CMH PPE 806

Official Languages

Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** For language test results, the retention period should be increased from 2 to 5 years, with a one-year dormant period; for language designation of positions, a 3-year retention and a 5-year dormant period; and for language

training attendance records, a 3-year retention period, after which they can be destroyed. **RDA Number:** 96-027 **TBS Registration:** 002993 **Bank Number:** CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record). **Class of Individuals:** Employees and pensioners of CMHC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are sent to an off-site commercial storage facility two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **RDA Number:** 96-027 **TBS Registration:** 003133 **Bank Number:** CMH PPE 840

Staffing-Competition Files

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; interviewed candidates' applications; lists of candidates; rating board assessments, including evaluation notes from selection committees; examination papers and test results; offers of employment; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. **Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data

contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years or two years after any other administrative action, at which time the records are destroyed. **RD Number:** 96-027 **TBS Registration:** 002995 **Bank Number:** CMH PPE 835

Insured/Non-insured Claims

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage impairment claims. **Class of Individuals:** CMHC Employees and the general public. **Purpose:** The purpose of this bank is to maintain information regarding

accidents and claims involving CMHC employees and the general public. **Consistent Uses:** To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. **Retention and Disposal Standards:** The records are retained active for five years and dormant indefinitely. **RD Number:** 96-027 **TBS Registration:** 003295 **Bank Number:** CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Travel and Relocation

Canada-Newfoundland Offshore Petroleum Board

Chapter 17

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following

termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. **Class of Individuals:** Employees of the Board. **Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. **Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. **RD Number:** The Board has initiated discussions with National Archives to establish new records retention and disposal standards for these records. **TBS Registration:** 002309 **Bank Number:** CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board

Chapter 18

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home

address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information

related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits. **Class of Individuals:** Employees and former employees of the Board. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board. **Consistent Uses:**

Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. **RDA Number:** TBD **TBS Registration:** 003314 **Bank Number:** NS PPE 805

Canada Post Corporation

Chapter 19

Particular Banks

Access Control Systems

Description: This bank contains signed identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who have authorized access to Corporation facilities. **Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. **Retention and Disposal Standards:** The records are retained for two years after expiry of the cards and then destroyed. Visitor logs are retained one year. **RDA Number:** 91/020 **TBS Registration:** 001364 **Bank Number:** CPC PPE 823

Work Refusals

Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources Development Canada safety officers, management-employee interview notes and summaries, Human Resources Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. **Class of Individuals:** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. **Purpose:** The purpose of this bank is to ensure and promote a safe workplace. **Consistent Uses:** The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the

employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them. **Retention and Disposal Standards:** Under development. **RDA Number:** Under development. **TBS Registration:** 003740 **Bank Number:** CPC PPE 806

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions exist in automated form in the Accounts Payable System and in the Systems Applications and Products (SAP). This includes travel and other expenses claims, approvals and records of payments, including direct deposit information. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments. **Purpose:** To support the payment of financial benefits to employees. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. **Retention and Disposal Standards:** Records are retained for six years following the year during which the expenses were incurred and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001337 **Bank Number:** CPC PPE 820

Conflict of Interest

Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. **Class of Individuals:** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest.

Purpose: The purpose of this bank is to support the implementation of the conflict of interest policy.

Consistent Uses: The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. **Retention and Disposal Standards:** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, and then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002156 **Bank Number:** CPC PPE 814

Corporate Correspondence Service

Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional Customer Relationship Network offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System (CCR). In some but not all cases, the background material exists in automated form as well. Individuals seeking access to this bank should specify the family name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025). **Class of Individuals:** Current or recently terminated employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential enquiries, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. **Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received, for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects and to identify trends or patterns.

Retention and Disposal Standards: Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed

by the retention schedules for those files. **RDA Number:** 88/007 **TBS Registration:** 002077 **Bank Number:** CPC PPE 826

Employee Assistance

Description: Family Services Employee Assistance Program is a subcontracted service. All information is kept at the FSEAP office. There are no Canada Post files on Employee Assistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920. **Class of Individuals:** A case is initiated when an employee calls the 1-800 in-take line. **Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care. **Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. **Retention and Disposal Standards:** FSEAP records are retained for a minimum period of seven years. **RDA Number:** 91/020 **TBS Registration:** 001354 **Bank Number:** CPC PPE 811

Employee Health Record

Description: This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations. Certain information may exist in automated form. Case review committee records are stored separately. **Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. **Purpose:** To support Occupational Health and Rehabilitation programs. **Consistent Uses:** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions

via meaningful intervention, health education and counselling; to support benefit entitlements related to work-related injuries and illnesses (physician's certificates with no confidential medical information may be attached to the Employee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. **Retention and Disposal Standards:** Records are retained for a period of 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are sent to National Archives of Canada but where volume and space permit, some regions keep them on site. **RDA Number:** 91/020 **TBS Registration:** 003158 **Bank Number:** CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location. **Class of Individuals:** Canada Post employees who have submitted suggestions. (Note that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820). **Purpose:** The purpose of this bank is to support the Employee Involvement Program. **Consistent Uses:** The records are used to promote, help identify, evaluate and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File and/or to the Human Resources module of Systems Applications and Products (SAP). The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed via the Corporation's publications. **Retention and Disposal Standards:** Records are retained for six years after the year of last administrative use and then destroyed. **RDA Number:** 91/020 **TBS Registration:** 001351 **Bank Number:** CPC PPE 807

Employee Personal File (Benefits component)

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms), health and dental insurance applications, disability insurance claims and records related to allowances, incentives and termination. Other supporting documentation may include copies of named dependents for health and dental plans, birth

certificates, marriage/separation/divorce papers, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the Human Resources Management Benefits Administration (HRMBA) system and in the Systems Applications and Products (SAP). (Note that copies of records relating to allowances, incentives, prerequisites and termination may be stored in the payroll component of the Employee Personal File). **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees who are eligible to receive employee benefits. **Purpose:** The purpose of this bank is to support the administration of benefit entitlements and the payment of some allowances for employees. **Consistent Uses:** The records are used to provide information necessary for benefits administration for Canada Post Corporation. Information is shared with the Canada Post pension plan (re: pension administration), and with group medical insurers. The records are also used to assist in the processing of disability insurance claims and to determine continuous service dates for the purpose of calculating severance pay. **Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). **RDA Number:** 88/007 **TBS Registration:** 001346 **Bank Number:** CPC PPE 802

Employee Personal File (Career component)

Description: This bank is also known as "Employee Human Resource Management." It contains performance appraisals (for management, exempt, APOC and PSAC), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, awards (e.g. Bravo and Service Excellence), letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Certain information exists in automated form, in the Personal Development and Personal Administration modules of Systems Applications and Products (SAP). This includes such personal information as performance objectives, competency reviews, training and development plans, mid-year reviews, probation reports and improvement plans and year-end evaluations, as well as test results. **Class of Individuals:** Most current or recently terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units). **Purpose:** To support the development of an employee's career. **Consistent Uses:** The records are used in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, succession planning, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors

contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit).

Retention and Disposal Standards: Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements. **RDA Number:** 91/020 **TBS Registration:** 003546 **Bank Number:** CPC PPE 808

Employee Personal File (Payroll component)

Description: This bank contains such records as letters of authorization, T4 and other tax deduction information, direct deposit information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. Certain information also exists in the time and leave module of Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Customs and Revenue Agency and Human Resources Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees. **Purpose:** The purpose of this bank is to support the payment of salaries and financial benefits to employees. **Consistent Uses:** The records are used to provide information necessary for all salary and payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Customs and Revenue Agency (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813). **Retention and Disposal Standards:** Two years after year of separation, these records are transferred to

National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. **RDA Number:** 88/007 **TBS Registration:** 002010 **Bank Number:** CPC PPE 815

Employee Reintegration Project

Description: This bank contains such records as field summary reports (providing permanent restrictions/limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations. **Class of Individuals:** All current or recently terminated Canada Post employees in the Toronto Region Letter Processing Plants who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal. **Purpose:** To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/ limitations. **Consistent Uses:** The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury. **Retention and Disposal Standards:** Under development. **RDA Number:** Under development **TBS Registration:** 005245 **Bank Number:** CPC PPE 880

Employment Equity

Description: This bank contains hardcopy and automated data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name and work location. **Class of Individuals:** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. **Purpose:** The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. **Consistent Uses:** The records are used to

compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary, promotion, retention and occupation group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources Development Canada. Certain information exists in the Systems Applications and Products (SAP). **Retention and Disposal Standards:** Paper records are retained for three years after their use to compile reports to Parliament. Automated records are retained indefinitely for current employees. Records for terminated employees are retained for two years after the date of termination and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001353 **Bank Number:** CPC PPE 810

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827). **Class of Individuals:** Canada Post employees involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss and then destroyed. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **RDA Number:** 88/007 **TBS Registration:** 001763 **Bank Number:** CPC PPE 818

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this

bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. **Class of Individuals:** Drivers of Canada Post vehicles. **Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles.

Consistent Uses: Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). **Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 002011 **Bank Number:** CPC PPE 825

Government Relations

Description: This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. **Class of Individuals:** Employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support and respond to enquiries. **Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. **Retention and Disposal Standards:** General correspondence is retained for two calendar years after last administrative use and then destroyed. Case files and House of Commons petitions

and Order Paper questions are retained for 5 years after last administrative use and then destroyed. **RDA**

Number: 97/020 **TBS Registration:** 004000 **Bank**

Number: CPC PPE 833

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, grievance receipt notices and replies by management, testimony by witnesses and occasional legal opinions, investigation and analysis reports prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Provincial and Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. **Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. **Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation and application of collective agreements. **Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Industrial Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). **Retention and Disposal Standards:** Records are retained for three years after resolution or withdrawal and then destroyed, unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. Publicly available summaries are retained (in LRJIS). **RDA Number:** 88/007 **TBS Registration:** 001356 **Bank Number:** CPC PPE 813

Human Resource Information System (HRIS) — CLOSED (2002)

Description: This computerized bank contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable

service, employee identification number, birth date, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, organizational information, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number. **Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. **Purpose:** To support the compensation and benefits of all CPC employees. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. **Retention and Disposal Standards:** Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. **RDA Number:** 88/007 **TBS Registration:** 001348 **Bank Number:** CPC PPE 804

Human Rights

Description: This bank contains confidential documents with respect to the submission of human rights complaints, as well as investigation and analysis reports and records of decisions taken during the investigation and resolution of said complaints. Background information varies with the complaint, but could include grievances, medical reports and other correspondence related to the subject of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Certain information exists in automated form as a confidential module of the Systems Applications and Products (SAP). **Class of Individuals:** Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the investigation and resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act. **Consistent Uses:** The records in it are used to help determine

whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. **Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001352 **Bank Number:** CPC PPE 809

Investigative Body Requests – Employees

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Employees who are the subject of, or party to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits. **Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001342 **Bank Number:** CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. **Class of Individuals:** Current or terminated employees involved in legal matters. **Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. **Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. **Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed and then

destroyed. **RDA Number:** 97/020 **TBS Registration:** 002078 **Bank Number:** CPC PPE 827

Service Recognition Program

Description: The Service Recognition database contains such records as: name, home address and telephone number, service entry, award distribution and, employee identification numbers. **Class of Individuals:** The Service Recognition program recognizes employees at five year intervals. **Purpose:** The Service Recognition Program is the means by which Canada Post acknowledges its employees' service achievements. **Consistent Uses:** To track service recognition within Canada Post. **Retention and Disposal Standards:** Records are retained for the duration of employment plus two years and then destroyed. **RDA Number:** 91/020 **TBS Registration:** 002989 **Bank Number:** CPC PPE 830

National Time & Attendance System (NTA) — CLOSED (2002)

Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the payroll component of the Employee Personal File. **Class of Individuals:** All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. **Purpose:** The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. **Consistent Uses:** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought. **Retention and Disposal Standards:** Records are retained for a minimum two-year period. **TBS Registration:** 003547 **Bank Number:** CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Some data on new employees is obtained from CPC's Systems Applications and Products (SAP);

and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File). **Class of Individuals:**

Approximately 300 Northern Services employees and their dependants. **Purpose:** To support the compensation of Northern Services employees.

Consistent Uses: To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. **Retention and Disposal**

Standards: Records are retained for a minimum two-year period following termination and then destroyed.

RDA Number: 98/005 **TBS Registration:** 003548

Bank Number: CPC PPE 832

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

Class of Individuals: Individuals or groups who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Relationship Network). **Purpose:** The purpose of this bank is to support the investigation and resolution of complaints submitted by individuals or groups under the Official Languages Act and to retain an audit trail of actions taken. **Consistent Uses:** The records are used to report internally to the executive and to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. **Retention and Disposal**

Standards: Complaint files are retained for five calendar years after complaint resolved or withdrawn and will then be destroyed. **RDA Number:** 98/005 **TBS**

Registration: 003932 **Bank Number:** CPC PPE 853

Parking

Description: This bank contains permit applications for parking, including special parking privileges, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions may also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who have applied for or received CPC parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities. **Consistent Uses:** The records are used to control the issue and revocation of parking permits and

the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. **Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. **RDA Number:** 97/020 **TBS Registration:** 001359 **Bank Number:** CPC PPE 817

Pension Administration Database

Description: The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number, bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, payroll, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms. **Class of**

Individuals: There are records and data for all existing CPC employees that are members and retirees of the CPCRPP. Individuals seeking access to their records in this bank are encouraged to phone the toll free number: 1-877-480-9220. **Purpose:** To calculate, authorize, and

pay pension benefits for all CPCRPP members and their survivors. **Consistent Uses:** The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of personalized pension statement or deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan. **Retention and Disposal**

Standards: The retention schedule is currently under development. **RDA Number:** Under development **TBS**

Registration: 005246 **Bank Number:** CPC PPE 885

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or

firms suspected of using the mails for an illegal purpose.

Class of Individuals: Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. **Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

RDA Number: 88/007 **TBS Registration:** 001365

Bank Number: CPC PPE 824

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category. **Purpose:** To recognize and honour the exceptional achievements of CPC employees. **Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File. **Retention and Disposal Standards:** Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated database, are retained for five years after the year of last administrative use and then destroyed. **RDA Number:**

91/020 **TBS Registration:** 003160 **Bank Number:** CPC PPE 850

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to Canada Post Privacy Coordinators and the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) or complaint(s) concerned. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP). **Class of Individuals:** Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice to a Canada Post privacy Coordinator or internal or formal complaints; or who are the subject of exceptional third party requests. **Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. **Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding requests, exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. **Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **RDA Number:** 91/020 **TBS Registration:** 001366 **Bank Number:** CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exists in automated form as a data element of the Maintain Applicant Activities, Conduct Security Checks module of Systems Applications and Products (SAP). Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:**

Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **RDA Number:** 88/007 **TBS Registration:** 001363 **Bank Number:** CPC PPE 822

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates. **Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. **Purpose:** The purpose of this bank is to support the relocation of employees. **Consistent Uses:** The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy and then destroyed. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. **RDA Number:** 91/020 **TBS Registration:** 001358 **Bank Number:** CPC PPE 816

Risk Management Claims

Description: This bank contains records regarding claims for damages involving, general liability and motor vehicle liability, legal opinions, settlement transactions and other correspondence relating to incidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment income or medical expense). The records also concern losses to Canada Post property due to fire, storm impact and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the cause and type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Relationship Network, CPC PPU 030.

Individuals seeking access to this bank should specify details such as incident location and date. **Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818).

Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.

Consistent Uses: Records are used to determine liability for motor vehicle, and other accidents involving third parties, as well as damage to CPC property; to approve damage settlements, such as payments by and to the Corporation (claims requiring investigation, particularly those involving injury, are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent and mitigate recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. **Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, and then destroyed unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **RDA Number:** 88/007 **TBS Registration:** 001360 **Bank Number:** CPC PPE 819

Scholarship Program

Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected on scholarship applicants includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Canada Customs and Revenue Agency. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Children of regular full and part-time employees who have submitted applications. **Purpose:** To support the administration of a scholarship program for the children of Canada Post employees. **Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. **Retention and Disposal Standards:** Unsuccessful applications are retained for three years after the year of the scholarship award decision and then destroyed. Successful scholarship records are retained for six years after the year the scholarship is awarded. Scholarship program database

records are retained for six fiscal years after receipt and verification of input data. **RDA Number:** 91/020 **TBS Registration:** 003157 **Bank Number:** CPC PPE 835

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Maintain Applicant Activities, Conduct Security Checks module of Systems Applications and Products (SAP). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions.

Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **RDA Number:** 88/007 **TBS Registration:** 001362 **Bank Number:** CPC PPE 821

Executive Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). **Class of Individuals:** A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. **Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees. **Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802. **Retention and Disposal Standards:** Records are retained for 12 years after last

administrative use (e.g., resolution of the issue) and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001355 **Bank Number:** CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, job descriptions, selection profiles, competition posters, transfer requests, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notes of post-board interviews and related correspondence. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Employees who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. **Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal file; certain information exists in automated form, in the Recruitment module of Systems Applications and Products (SAP). To assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. **RDA Number:** 88/007 **TBS Registration:** 001345 **Bank Number:** CPC PPE 801

Supervisory Records

Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; Systems Applications and Products (SAP) print-outs; performance appraisals and awards; accident reports; fitness

assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; Systems Applications and Products (SAP), CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). **Class of Individuals:** Current or recently terminated CPC employees on whom supervisors retain files. **Purpose:** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees. **Consistent Uses:** To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. **Retention and Disposal Standards:** Minimum two years for records used in decision making. **RDA Number:** 98/005 **TBS Registration:** 003739 **Bank Number:** CPC PPE 803

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the training and event management module of Systems Applications and Products (SAP). (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. **Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. **Purpose:** The purpose of this bank is to support the training of employees. **Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside

parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in the Systems Applications and Products (SAP)). **Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. **RDA Number:** 88/007 **TBS Registration:** 001349 **Bank Number:** CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. In regions where there is a separate Vocational Rehabilitation (VR) file, it is considered an extension of the Employee Health Record. In regions where there is not a separate VR file, some of the following file contents may be found in the Employee Health Record. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845). **Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. **Purpose:** To support the reintegration of permanently partially disabled employees. **Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. **Retention and Disposal Standards:** Records are retained 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are sent to National Archives of Canada but where volume and space permit, some regions keep them on site. **RDA Number:** 91/020 **TBS Registration:** 003292 **Bank Number:** CPC PPE 851

Workers' Compensation Board

Description: This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number where required by the Workers' Compensation Board in question. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims. **Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims. **Purpose:** To support Workers' Compensation Board programs.

Consistent Uses: The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive

programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources Development Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees.

Retention and Disposal Standards: Paper records are retained for 100 years after the fiscal year of the last injury. Data in AIRS is transferred to the National Archives of Canada two years after the employee returns to work.

RDA Number: 91/020 **TBS Registration:** 003159

Bank Number: CPC PPE 845

Workforce Management and Planning

Description: This bank contains such records as expressions of interest for incentive payments, employee name, length of service, salary history, estimated retirement/separation incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other related tax/financial data. Limited master data is drawn from the Systems Applications and Products (SAP). Related records may also be found in the Employee Personal file. **Class of Individuals:** Current or former employees of Canada Post Corporation who have expressed interest in a separation or retirement incentive or who have left CPC after receiving such an incentive. In addition, this bank applies to current employees who are considered subject matter experts in their fields. **Purpose:** The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of retirement or separation incentives to eligible employees. The listing and ranking of subject matter experts is intended to assess the impact of their eventual departure and to assist in the development of knowledge transfer plans to minimize the risk.

Consistent Uses: The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts for the incentive on an individual basis, make offers to eligible applicants, and to process payments to employees who have accepted. The listing of subject matter experts is used for human resources planning purposes. **Retention and Disposal Standards:** A retention/disposal schedule is being developed. The listing of subject matter experts is updated on a yearly basis. **RDA Number:** Under development **TBS Registration:** 003738 **Bank Number:** CPC PPE 834

Canada Science and Technology Museum Corporation

Chapter 20

Particular Banks

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:** Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **RDA Number:** 86/001 **TBS Registration:** 002862 **Bank Number:** STM PPE 801

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian Air Transport Security Authority

Chapter 21

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program

Canadian Artists and Producers Professional Relations Tribunal

Chapter 22

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Identification Building-Pass Cards
- Pay and Benefits

- Performance Reviews and Employee Appraisals
- Personnel Security Screening (Reliability Screening/Security Clearance)
- Staffing
- Travel and Relocation
- Note:** Information regarding Staffing and Pay and Benefits is also held by the Department of Canadian Heritage.

Canadian Centre for Management Development

Chapter 23

Central Banks

Departmental Contact Identification System
Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. **Class of Individuals:** Financial contacts and departmental training coordinators. **Purpose:** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. **Consistent Uses:** This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators. **Retention and Disposal Standards:** The files are retained as long as the information is still valid. **TBS Registration:** 003327 **Bank Number:** CMD PCE 703

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Harassment
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personnel Security Screening (Reliability Screening/Security Clearance)
- Recognition Policy
- Staffing
- Training and Development
- Travel and Relocation

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian Centre for Occupational Health and Safety

Chapter 24

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 000992 **Bank Number:** OHS PPE 801

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian Commercial Corporation

Chapter 25

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Staffing
Training and Development
Travel and Relocation

Canadian Cultural Property Export Review Board

Chapter 26

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearances)

Staffing

Training and Development

Travel and Relocation

Canadian Dairy Commission

Chapter 27

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is used to provide information for manpower planning and general personnel management. **Class of Individuals:** Employees and former employees of the Commission.

Purpose: To provide a record of information on employees and former employees relating to their employment with the Commission. **Consistent Uses:** Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** Records of former employees are transferred to the National Archives of Canada two years following termination of employment. **RDA Number:** 69/046 **TBS Registration:** 004048 **Bank Number:** CDC PPE 801

Financial Management Information System – COMFIN/SATURN

Description: Financial information for the Commission. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, etc.) is captured in COMFIN. For persons receiving taxable payments from the Commission, their Social Insurance Number (SIN) are captured and retained in COMFIN. **Class of Individuals:** Non Commission employees. **Purpose:** The SIN is required for inclusion

on the Tax information slip and on the tax information file that the department is required to transmit to Canada Customs and Revenue Agency. **Retention and Disposal Standards:** Information remains on COMFIN and is rolled from year to year. When there is no further activity, the information is removed from the system. **RDA Number:** 69/046 **TBS Registration:** 004319 **Bank Number:** CDC PPE 805

Travel and Employees Expenditure Accounts

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments. **Purpose:** The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency and administration in pay and benefits. **Consistent Uses:** To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 69/046 **TBS Registration:** 004321 **Bank Number:** CDC PPE 810

Staffing

Description: The bank may contain staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Employees of the Commission. **Purpose:** The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process complaints

for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. **Retention and Disposal Standards:** Records are retained for two years after the staffing takes place, or two years after any other administrative action, at which time the records are destroyed. **RDA Number:** 69/046 **TBS Registration:** 004322 **Bank Number:** CDC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Grievances

Harassment

Parking

Canadian Environmental Assessment Agency

Chapter 28

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Canadian Food Inspection Agency

Chapter 29

Particular Banks

Acquisition Card Applications

Description: Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title. **Class of Individuals:** The Acquisition Card Coordinator and Acquisition Card suppliers will require this information. **Purpose:** Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards.

Consistent Uses: This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis. **Retention & Disposal Standards:** These files will be retained for 6 years. **RDA Number:** 99/004 **TBS Registration:** 004441 **Bank Number:** CFIA PPE 830

Departmental and Interdepartmental Assignments

Description: This bank contains information on employees on assignment and/or seeking assignments within and outside the Agency such as names, curriculum vitae, assignment agreements, approval of agreements. **Class of Individuals:** Employees on assignments with

Canadian Food Inspection Agency. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning. **Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. PeopleSoft maintains information on those employees on assignment. **RDA Number:** 98/005 **Related to PR#:** CFIA 927 **TBS Registration:** 002699 **Bank Number:** CFIA PPE 821

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Agency employees. **Purpose:** To provide documentation and authorization of

appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 000913 **Bank Number:** CFIA PPE 808

Employment Equity Database

Description: Database will contain information of what one or more designated group the employee has self-identified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.). **Class of Individuals:** All employees of the Canadian Food Inspection Agency. **Purpose:** To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e. occupational group and level and how representative the Agency is with respect to the Canadian workforce. **Consistent Uses:** The information is to be used for the purpose of the bank. **Retention and Disposal Standards:** The records are retained indefinitely on the software program. **RDA Number:** 98/005 **TBS Registration:** 004421 **Bank Number:** CFIA PPE 803

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of**

Individuals: Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 003648 **Bank Number:** CFIA PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Canadian Food Inspection Agency. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 002698 **Bank Number:** CFIA PPE 819

Expenditure Accounts — Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Agency claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment

of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **RDA Number:** 99/004 **Related to PR#:** CFIA 914 **TBS Registration:** 002285 **Bank Number:** CFIA PPE 817

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period. **RDA Number:** 98/005 **Related to PR#:** CFIA 925 **TBS Registration:** 002048 **Bank Number:** CFIA PPE 807

Human Resource Management System (HRMS)

Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. **Class of Individuals:** All employees and executives of Canadian Food Inspection Agency. **Purpose:** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The records are used

to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). **Retention and Disposal**

Standards: Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. The information is not deleted out of PeopleSoft after 5 years. **RDA Number:** 98/005

Related to PR#: CFIA 920, 923, 925, 927 **TBS Registration:** 002284 **Bank Number:** CFIA PPE 814

Internal Investigations

Description: This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Canadian Food Inspection Agency.

Purpose: To record all information concerning alleged or suspected misconduct arising from involvement in violations of Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency. **Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution.

Retention and Disposal Standards: Records are destroyed five years after the case is closed. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 002094 **Bank Number:** CFIA PPE 811

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

Class of Individuals: All employees of Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. This particular information is kept in relation to a staffing process only (EGS). **Consistent Uses:** Same as for 'Purpose'.

Retention and Disposal Standards: Minimum retention of 5 years as per authority. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 002946 **Bank Number:** CFIA PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of

this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **RDA Number:** 98/001 **Related to PR#:** CFIA 913 **TBS Registration:** 002283 **Bank Number:** CFIA PPE 816

Priority Placement System

Description: The data base consists of 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility, their second language profile and their skill profile. 3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome. **Class of Individuals:** Priority employees.

Purpose: To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **RDA Number:** 98/005 **Related to PR#:** CFIA 920 **TBS Registration:** 003320 **Bank Number:** CFIA PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Agency destroys the criminal record in question or any reference thereto immediately. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 002099 **Bank Number:** CFIA PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within the Agency and outside

departments. Records may contain personal résumés. Performance appraisals may also be included. **Class of Individuals:** Employees of Canadian Food Inspection Agency and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Canadian Food Inspection Agency. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 98/005 **Related to PR#:** CFIA 860 **TBS Registration:** 002701 **Bank Number:** CFIA PPE 822

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. **Retention and Disposal Standards:** Two years after an employee leaves Canadian Food Inspection Agency after which the records are destroyed. **RDA Number:** 98/005 **Related to PR#:** CFIA 852 **TBS Registration:** 002943 **Bank Number:** CFIA PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or

long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialed, the location dialed, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialed may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identifies with specific employees, the call patterns and numbers dialed may reveal information about a specific departmental employee. **Class of Individuals:** Employees of the Agency. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **RDA Number:** 98/001 **Related to PR#:** CFIA 852 **TBS Registration:** 003319 **Bank Number:** CFIA PPE 827

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. **Class of Individuals:** Employees of the Agency. **Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 98/005 **Related to PR#:** CFIA 927 **TBS Registration:** 000917 **Bank Number:** CFIA PPE 810

Travel and Relocation

Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:**

Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. **Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. **Retention and**

Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. **RDA Number:** 99/004 **Related to PR#:** CFIA 852 **TBS Registration:** 002282 **Bank Number:** CFIA PPE 815

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Particular Banks

Canadian Forces Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. **Purpose:** The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act. **Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting

specific criteria. **RDA Number:** **TBS Registration:** 004448 **Bank Number:** CFGB PPE 801

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Employee Personnel Record – Satellite files

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to

make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. **Retention and Disposal**

Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 98/005 **TBS Registration:** 005121 **Bank Number:** CGC PPE 805

Training Database

Description: This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance

is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institutions. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and**

Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 98/005 **TBS Registration:** 005122 **Bank Number:** CGC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

Pay and Benefits

Canadian Heritage

Chapter 32

Particular Banks

Accounts Payable/Employee Accounts

Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. **Purpose:** The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations.

Consistent Uses: The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Public Works and Government Services Canada to facilitate cheque issue.

Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the claim was settled. **RDA Number:** 86/001

Related to PR#: CH ARO 095 **TBS Registration:** 002162 **Bank Number:** CH PPE 804

Career Management

Description: This bank contains personal information on employees, specifically career profiles and curriculum vitae, as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class of Individuals:** Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to counsel employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **RDA Number:** 86/001 **TBS Registration:** 002074 **Bank Number:** CH PPE 801

Security Services Investigation Files

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. **Class of Individuals:** Employees of the Department and contractors dealing with the Department. **Purpose:** The purpose of this bank is to record information on security violations and

infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. **Consistent Uses:** This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. **Related to PR#:** CH ARO 095 **TBS Registration:** 002165 **Bank Number:** CH PPE 803

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Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

Class of Individuals: This bank relates to individuals employed by the CMCC. **Purpose:** To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: 6 years after the settlement of individual claims, after which the files are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000380 **Bank Number:** CMC PPE 801

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Canadian Nuclear Safety Commission

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Particular Banks

Advisory Committee Members

Description: The CNSC maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the CNSC. **Class of Individuals:** Radiological and nuclear safety specialists. **Purpose:** The purpose of this bank is to records information relating to the recruiting of members, and may include names and details concerning present employment and experience. **Retention and Disposal Standards:** Records are retained for three years after termination of Advisory Committees and are then transferred to the National Archives of Canada. **RDA Number:** 91-024 **TBS Registration:** 004116 **Bank Number:** AEB PPE 801

CNSC Inspectors: Certification Record

Description: CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank. **Class of Individuals:** Employees of the CNSC. **Purpose:** The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. **Retention and Disposal Standards:** Records are retained for 5 years and then destroyed. **RDA Number:** 91-024 **TBS Registration:** 004118 **Bank Number:** AEB PPE 803

Radiation Exposure Records: CNSC Staff

Description: This bank contains a record of doses received by CNSC employees.. Values are cumulated on a periodic basis. **Class of Individuals:** Employees of the CNSC. **Purpose:** The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties. **Retention and Disposal Standards:** Records are kept for 75 years and then destroyed. **RDA Number:** 91-024 **TBS Registration:** 004117 **Bank Number:** AEB PPE 802

CNSC Leadership Assessments

Description: This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various self-analysis and assessment centre analysis tools,

biographical and position related information of the candidates, and other related information. Candidates are identified by number only. **Class of Individuals:** CNSC management. **Purpose:** This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions. **Retention and Disposal Standards:** Records are retained for 7 years and then destroyed. **RDA Number:** 91-024 **TBS Registration:** 004119 **Bank Number:** AEB PPE 804

Medical Records

Description: This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants and former public servants. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place. **Consistent Uses:** To establish that the worker is fit for the job. **Retention and Disposal Standards:** Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will be retained for five years after the last examination and then destroyed. Upon expiry of the retention period, the records will be destroyed by the CNSC. **RDA Number:** 91-024 **TBS Registration:** 004120 **Bank Number:** AEB PPE 805

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Canadian Radio-television and Telecommunications Commission

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Deployments

Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills.

Class of Individuals: Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None.

Retention and Disposal Standards: Records will be retained for two years and then destroyed. **RDA**

Number: 2002/002 **TBS Registration:** 003266 **Bank Number:** CRT PPE 805

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Classification Redress

Description: This bank contains CSIS positions classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. **Class of Individuals:** CSIS employees. **Purpose:** The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request. **Consistent Uses:** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **RDA Number:** 98/005 **TBS Registration:** 003631 **Bank Number:** SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File. **Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Reviewed for disposal two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. **RDA Number:** 2003/007 **TBS Registration:** 002144 **Bank Number:** SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to

respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. **Consistent Uses:** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. **Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus two years after which the records are reviewed for disposal. **RDA Number:** 98/005 **TBS Registration:** 003299 **Bank Number:** SIS PPE 826

CSIS Personnel Services

Description: This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications,

patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks. **Class of Individuals:** CSIS employees and some job applicants (i.e. regarding official languages matters). **Purpose:** To facilitate the CSIS administrative and operational human resources program. **Consistent Uses:** Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The

CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal. **RDA Number:** 95/022 **TBS Registration:** 003784 **Bank Number:** SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals. **Class of Individuals:** Current and former employees, their partners and immediate family members. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. **Consistent Uses:** To support administrative decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Retained a minimum of two years after the date of the most recent reference to employee assistance then reviewed for disposal. **RDA Number:** 98/005 **TBS Registration:** 002147 **Bank Number:** SIS PPE 820

Employee Security (formerly Security Clearances)

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. **Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts, or others who have received clearances due to CSIS sponsorship. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees, and others described above as "Individuals", in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the

level of security clearance and to provide information for the administration of government security measures.

Consistent Uses: To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed. **RDA Number:** 98/001 **TBS Registration:** 002142 **Bank Number:** SIS PPE 815

Employees' Association

Description: This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions. **Class of Individuals:** All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre. **Purpose:** The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action. **Consistent Uses:** Only for administration within the Employees' Association. **Retention and Disposal Standards:** As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned. **RDA Number:** 98/001 **TBS Registration:** 003970 **Bank Number:** SIS PPE 831

Employment Equity and Multiculturalism Programs

Description: The bank contains personal information on employees and employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. **Class of Individuals:** Employees of the Service. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a

comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Employment Equity Act and the Privacy Act. **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Individual employment equity records are retained for a minimum of two years, then reviewed for disposal. **RDA Number:** 98/005 **TBS Registration:** 002133 **Bank Number:** SIS PPE 824

Grievances and Adjudications

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to grievances and adjudications are retained for three years after a final resolution of the matter has occurred, then reviewed for disposal. **RDA Number:** 98/005 **TBS Registration:** 002143 **Bank Number:** SIS PPE 816

Harassment and Discrimination in the Workplace

Description: This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817). **Class of Individuals:** Employees of CSIS.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. **Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint. **Retention and Disposal Standards:** Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case. **RDA Number:** 98/005 **TBS Registration:** 003298 **Bank Number:** SIS PPE 825

Health Services

Description: This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests. **Class of Individuals:** CSIS employees.

Purpose: To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes and skills against those identified for particular functions. **Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Review Chairperson. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2003/007 **TBS Registration:** 003300 **Bank Number:** SIS PPE 827

Honours/Incentive Awards

Description: This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship

awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award. **Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. **Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal**

Standards: CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two years. The files are transferred to the National Archives of Canada if employee suggestions lead to significant policy changes.

RDA Number: 2003/007 **TBS Registration:** 002152 **Bank Number:** SIS PPE 822

Occupational Health and Safety

Description: This bank contains work-related injury files and health reports which are retained by CSIS in Health Services. Information on Health and Safety Committees is available. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling work-related injuries. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Health and safety details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS health and safety program. **Consistent Uses:** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and

injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** An individual's medical records are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred.

RDA Number: 98/005 **TBS Registration:** 02140

Bank Number: SIS PPE 813

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record). **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel

pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred. **RDA**

Number: 98/005 **TBS Registration:** 002130 **Bank**

Number: SIS PPE 823

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of CSIS. **Purpose:** The bank provides a record of the information used in staffing positions in CSIS.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are retained for a minimum of two years after the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal. **RDA Number:** 98/005 **TBS Registration:** 002136 **Bank Number:** SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the

social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada. **RDA Number:** 2003/007 **TBS Registration:** 002138 **Bank Number:** SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 99/004 **TBS Registration:** 002146 **Bank Number:** SIS PPE 819

Unlawful Conduct Investigations

Description: This bank contains allegations, investigational reports, interviews, reports to the Solicitor General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act. **Class of Individuals:** Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act. **Purpose:** To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required. **Consistent Uses:** Information in this bank may be disclosed to the Attorney General of Canada, the relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** All files are transferred to the National Archives of Canada after 12 years, taking care to delete the individuals' names. **RDA Number:** 98/001 **TBS Registration:** 002761 **Bank Number:** SIS PPE 832

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. **Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years after the accident if there are no claims or litigation. In the event of a claim, records are disposed of six years after settlement. Should the matter result in litigation, records are disposed of ten years after the process is completed. **RDA Number:** 98/001, 99/003, 99/004 **TBS Registration:** 002141 **Bank Number:** SIS PPE 814

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Standard Banks

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Citizenship and Immigration Canada

Chapter 48

Particular Banks

Career assignment/secondment inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available. **Class of Individuals:** Employees of Citizenship and Immigration Canada.

Purpose: The information in this bank will be used for referrals for assignments or secondments by user managers. **Consistent Uses:** The consistent uses of

this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange

program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services. **Retention and Disposal Standards:** The retention period is five years after the last administration action, and then destroyed. **RDA Number:** 98/001 **TBS Registration:** 002006 **Bank Number:** CIC PPE 802

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Commission for Public Complaints Against the RCMP

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Please note that all Human Resources records are held by the Department of the Solicitor General.

Communication Canada

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Particular Banks

Communication Canada Intranet Services

Description: This bank may contain the names, e-mail addresses, telephone/facsimile numbers and Internet provider addresses of Communication Canada employees who have submitted solicited or unsolicited information to Communication Canada's intranet site. The bank includes responses to comments/questions and any other information relevant to the processing of such comments/questions. **Class of Individuals:** Communication Canada employees who submit solicited or unsolicited information via the organization's intranet site. **Purpose:** This information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to Communication Canada employees in order to provide a response to the inquiry, and for the purposes of improving service to our Web site clientele. **Consistent Uses:** The information will be used by various Communication

Canada employees who are responsible for maintaining pages on the intranet site. **Retention and Disposal Standards:** To be established. **TBS Registration:** 005367 **Bank Number:** COM PPE 800

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Correctional Service of Canada

Chapter 52

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

Class of Individuals: Employees of the Correctional Service of Canada. **Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations. **Consistent Uses:** Law enforcement agencies, Provincial Authorities. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use. **RDA Number:** 98/005 **TBS Registration:** 004033 **Bank Number:** CSC PPE 801

Tuberculosis Assessment Records

Description: This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse.

Class of Individuals: Past and present employees of the CSC. **Purpose:** The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health.

Retention and Disposal Standards: Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed. **RDA Number:** 98-023 **TBS Registration:** 003906 **Bank Number:** CSC PPE 806

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Chapter 53

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Department of Finance Canada

Chapter 54

Particular Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera. **Class of Individuals:** Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis. **Purpose:** The purpose of this bank is to maintain information related to

the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards. **Retention and Disposal Standards:** Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for

five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI. **RDA Number:** 98/001 **TBS Registration:** 005099 **Bank Number:** FIN PPE 816

Standard Banks

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Department of Foreign Affairs and International Trade

Chapter 55

Particular Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. **Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. **Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. **Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **RDA Number:** 75/023-1 **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. **Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad. **Purpose:** The purpose of this bank is to retain detailed information concerning each

Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. **Retention and Disposal Standards:** These records are retained indefinitely. **RDA Number:** 75/023 **TBS Registration:** 000352 **Bank Number:** EAC PPE 802

Non-Salary Reimbursement by Receiver General for Canada Cheques

Description: The bank contains the postal address or bank account information on each employee. **Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts. **Consistent Uses:** To issue cheques to employees' postal addresses or banks. **Retention and Disposal Standards:** Six years after the last administrative use, the records are destroyed. **RDA Number:** 75/023 **TBS Registration:** 004047 **Bank Number:** FAI PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent**

Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **RDA Number:** 75/023 **TBS Registration:** 000370 **Bank Number:** EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed. **RDA Number:** 75/023 **TBS Registration:** 000358 **Bank Number:** EAC PPE 803

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. **RDA Number:** 75/023 **TBS Registration:** 000364 **Bank Number:** EAC PPE 804

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. **Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. **Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. **Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **RDA Number:** 75/023-1 **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by

the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** The bank concerns employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. **RDA Number:** 75/023 **TBS Registration:** 002507 **Bank Number:** EAC PPE 806

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Department of Justice Canada

Chapter 56

Particular Banks

360 Degrees Reference Checks

Description: This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates. **Class of Individuals:** Individuals who have applied for senior positions within the Department of Justice. **Purpose:** The information is used to select candidates. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **RDA Number:** 98/005 **TBS Registration:** 003996 **Bank Number:** JUS PPE 807

Business Resumption Plan

Description: This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis studies. Other records indicate team plans, generic emergency plans and common procedures. **Class of Individuals:** Departmental employees. **Purpose:** The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential

business function of the Department. **Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted. **RDA Number:** 98/001 **TBS Registration:** 003917 **Bank Number:** JUS PPE 806

Career Management

Description: This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. **Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above. **Purpose:** The information is gathered to facilitate human resource planning and career planning. **Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. **RDA Number:** 98/005 **TBS Registration:** 003491 **Bank Number:** JUS PPE 801

Electronic Networks Audit Data Base

Description: This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual. **Class of Individuals:** All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units. **Purpose:** The networks are routinely monitored for operational reasons to determine whether the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed.

Consistent Uses: If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be in violation of any of the terms of the policy, the audit will serve as background information should further action be required. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **RDA Number:** 98/001 **TBS Registration:** 004242 **Bank Number:** JUS PPE 810

Garnishment Registry

Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. **Class of Individuals:** Employees who are in default of a commercial or family support financial obligation. **Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are retained for a period of 21 years. **RDA Number:** 95/030 **TBS Registration:** 003511 **Bank Number:** JUS PPE 804

Inventory of Language Capabilities

Description: This bank contains the name, section and work telephone number of Justice employees who

understand, speak, read and/or write a language other than French and English. **Class of Individuals:**

Employees of the Department of Justice who agreed to have their name included in the inventory. **Purpose:** To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad).

Retention and Disposal Standards: Records are updated yearly, at which time the names of employees who have left the Department are deleted. **RDA Number:** 95/030 **TBS Registration:** 003678 **Bank Number:** JUS PPE 805

Inventory of Professional and Linguistic Abilities

Description: This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments, universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar. **Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory. **Purpose:** To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges. **Retention and Disposal Standards:** Records are updated periodically, at which time the names of employees who have left the Department are deleted. **RDA Number:** 98/005 **TBS Registration:** 004184 **Bank Number:** JUS PPE 809

Salary Management System

Description: The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector. **Class of Individuals:** Departmental employees. **Purpose:** The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year. **Retention and Disposal Standards:** Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. **RDA Number:** 98/005 **TBS Registration:** 003510 **Bank Number:** JUS PPE 803

Survey on the Harassment Policy

Description: In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted

an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee. **Class of Individuals:** All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons hired through temporary help agencies. **Purpose:** The information was used to assess the impact of the policy and the effectiveness of the Office of Conflict Management and to put forward recommendations to the Deputy Minister. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **RDA Number:** 98/005 **TBS Registration:** 004182 **Bank Number:** JUS PPE 808

Timekeeping Data

Description: This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs. **Class of Individuals:** Employees of the Department of Justice required to keep time. **Purpose:** The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing. Consistent Use: The bank may be accessed by managers to confirm that employees, as part of their work requirements, are recording time appropriately. This information is used as one of the inputs for performance management and evaluation. **Retention and Disposal Standards:** The records are retained for five years after the last action on file. **RDA Number:** 98/005 **TBS Registration:** 004245 **Bank Number:** JUS PPE 811

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Chapter 58

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest. **Purpose:** To support the implementation of the Corporate Policy on Standards of Conduct. **Consistent Uses:** To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000160 **Bank Number:** EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. **Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. **Retention and Disposal Standards:** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the

age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

RDA Number: 86/001 **TBS Registration:** 004246
Bank Number: EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. **Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes, to Supply and Services Canada for pension purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. **Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For

files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. **RDA Number:** 86/001 **TBS Registration:** 004247 **Bank Number:** EDC PPE 802

Expertise Database

Description: Information in this bank includes the name, position title and team membership of employees choosing to participate in this program, as well as the employee's telephone numbers, languages of fluency, professional designation, and information related to their areas of expertise. **Class of Individuals:** EDC's employees choosing to participate in this program. **Purpose:** To create a tool which promotes the sharing of information and best practices amongst employees thereby enabling them to make better and quicker business decisions. **Consistent Uses:** The information is used to identify the areas of expertise of participating employees. **Retention and Disposal Standards:** The information is provided and updated by the participating employee and is deleted by the employee at the time of his/her termination or retirement, or by EDC with the consent of the employee. **RDA Number:** 86/001 **TBS Registration:** 005343 **Bank Number:** EDC PPE 820

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Current and former employees. **Purpose:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Two years after expiry of identification and building-pass cards, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000161 **Bank Number:** EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada. **Class of Individuals:** Current and former employees. **Purpose:** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-

on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada. **Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description. **RDA Number:** 86/001 **TBS Registration:** 000156 **Bank Number:** EDC PPE 806

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. **Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000155 **Bank Number:** EDC PPE 805

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems. **Class of Individuals:** Current and former employees

who have applied for parking permits. **Purpose:** To support the administration of parking privileges.

Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. **Retention and Disposal**

Standards: Two years after the permit expires, after which the records are destroyed. **RDA Number:** 86/001

TBS Registration: 000159 **Bank Number:** EDC PPE 808

Pension Plan for Employees of Export Development Canada and Supplementary Retirement Plan for Certain Employees of Export Development

Description: This bank contains pension election forms, pension beneficiary forms, proofs of prior services and correspondence concerning pensions. In particular, it contains the name of the employee, his/her employee number, social insurance number date of birth, gender, language, address, marital status, dates of cohabitation in case of marriage breakdown, date of hire, date of termination/retirement, contributions and interest, pensionable salary, pensionable service, prior service, elective service, accrued pension. It may also contain the name, date of birth and gender of beneficiaries. Records are accessible by providing employee number and full name. Information in this bank is also recorded in EDC's information system. **Class of Individuals:**

Permanent employees, designated beneficiaries and pensioners. **Purpose:** To determine the EDC pension benefits for its participating employees. This information may be used for statistical research purposes, for actuarial valuation of liabilities and cost to EDC, and for planning, implementing and evaluating EDC policies relating to pensions and benefits. **Consistent Uses:** To authenticate decisions on pension entitlements. The social insurance number is collected under the authority of the Income Tax Act for purposes of tax deductibility of employee contributions and for benefits taxation. Information is provided, in summarized or detailed format, to: (i) the federal Office of the Superintendent of Financial Institutions Canada and Canada Customs and Revenue Agency pursuant to the requirements of the Pension Benefits Standards Act and the Income Tax Act; (ii) federal government departments or agencies, other employers or their trustees and financial institutions of employees in cases of employee transfers; and, (iii) the trustees and the pension plan services providers with whom EDC has trust agreements or service agreements.

Retention and Disposal Standards: Records are retained for the duration of employment. Following termination, files of employees who have elected to take the actual value of their pension are retained for two years and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative use. These files may also be retained permanently by the National Archives of Canada if judged to be of historical value. Files of former employees who have elected to receive a deferred annuity and files of retired employees are held in EDC until the individual has reached the age of 115, or until two years after death,

provided two years have elapsed since the last administrative use. These files are then transferred to the control of National Archives of Canada and may be retained permanently by the National Archives of Canada if judged to be of historical value. **RDA Number:** 86/001 **TBS Registration:** 005344 **Bank Number:** EDC PPE 825

Security Clearances

Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). **Class of Individuals:** Current and former employees. **Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. **Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000157 **Bank Number:** EDC PPE 807

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. **Class of Individuals:** Employee applicants. **Purpose:** To select candidates and staff positions. **Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. **RDA Number:** 86/001 **TBS Registration:** 000153 **Bank Number:** EDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social

insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To approve and record the participation of employees in training and development activities. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. **Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000154 **Bank Number:** EDC PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** It relates to current and former employees. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 86/001 **TBS Registration:** 004055 **Bank Number:** EDC PPE 811

Farm Credit Canada

Chapter 59

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** All employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on potential conflict of interest situations. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 98/002 **TBS Registration:** 001626 **Bank Number:** FCC PPE 801

Employment Equity Program

Description: This bank contains information on designated group employees. Respondents are asked to voluntarily self-identify, by means of a questionnaire, whether they are of aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group, or female. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data is collected to provide a comprehensive picture of employees by designated group status (i. e. women, aboriginal persons, persons with a disability and visible minority groups). This

information is used to compile a profile of employees and to compare the workforce status of designated group members with non-designated group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (i. e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** These records will be retained for a period of at least three years after the year in respect of which a report is made. **RDA Number:** 98/002 **TBS Registration:** 002803 **Bank Number:** FCC PPE 802

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Federal Bridge Corporation Limited

Chapter 60

Particular Banks

Recognition program
Description: The file contains information on employees such as: name, address, telephone number, starting date, recognition award related to the number of working years.
Class of Individuals: The recognition program concerns the Corporation’s employees who have worked between five and twenty five years. **Purpose:** The recognition program is a way for the Corporation to reward employees for their performance. **Consistent Uses:** May be used for managing the award recognition program and to provide a trail for distributed awards.
Retention and Disposal Standards: Permanent retention. **TBS Registration:** 005306 **Bank Number:** FBCL PPE 801

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Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Financial Consumer Agency of Canada

Chapter 61

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Financial Transactions and Reports Analysis Centre of Canada

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Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Fisheries and Oceans Canada

Chapter 63

Particular Banks

Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. **Class of Individuals:** The information relates to departmental employees. **Purpose:** The information is obtained for the administration of employee attendance and leave. **Consistent Uses:** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** The records are destroyed two year after expiry of fiscal year. **RDA Number:** 98/005 **TBS Registration:** 000628 **Bank Number:** DFO PPE 805

National Priority Clearance and Liaison Service

Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents

are also compiled from this bank. **Class of Individuals:** It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. **Purpose:** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. **Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or two years after other administrative action is completed and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003625 **Bank Number:** DFO PPE 802

Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. **Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). **Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and

statistical information has to be produced. Therefore, easy access to performance evaluations is a must.

Consistent Uses: Determination of annual salary and identification of training and development needs.

Retention and Disposal Standards: Records are retained for five years for all employees, then destroyed.

RDA Number: 98/005 **TBS Registration:** 000635

Bank Number: DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. **Class of Individuals:** Applicants competing or being given consideration for a position.

Purpose: The purpose of this bank is to assess applicants for positions. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. **Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or two years after other administrative action is completed and then destroyed. **RDA Number:** 98/005. **TBS Registration:** 001742 **Bank Number:** DFO PPE 804

Staffing and Employment Transition – Executive Group (I)

Description: Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5).

Class of Individuals: Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position. **Purpose:** When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes. **Consistent Uses:** Information used during competitive process.

Retention and Disposal Standards: Records are retained for three years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 000627 **Bank Number:** DFO PPE 803

Training and Development

Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources

expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. **Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. **Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. **Consistent Uses:** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by the employee. **RDA Number:** 98/005 **TBS Registration:** 000630 **Bank Number:** DFO PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Fraser River Port Authority

Chapter 64

The Fraser River Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Freshwater Fish Marketing Corporation

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Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Great Lakes Pilotage Authority Canada

Chapter 66

Particular Banks

Employee Personnel Files

Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. **Retention and Disposal**

Standards: The retention period is seven years. Access to these files will require a name and address. **RDA Number:** TBD. **TBS Registration:** 002998 **Bank Number:** GLP PPE 805

Order-In-Council Appointments

Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing

them to the Board, correspondence, travel expense claims. **Purpose:** Information is used in the completion of travel documentation and for remuneration of members. **Retention and Disposal Standards:** Files are retained of seven years. **RDA Number:** TBD. **TBS Registration:** 002999 **Bank Number:** GLP PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

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Gwich'in Land and Water Board

Chapter 67

Note: The Gwich'in Land and Water Board is subject to the Privacy and Access to Information Acts.

Gwich'in Land Use Planning Board

Chapter 68

Note: The Gwich'in Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Halifax Port Authority

Chapter 69

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Hamilton Port Authority

Chapter 70

Note: The Hamilton Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential

amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Hazardous Materials Information Review Commission

Chapter 71

Particular Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of

exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. **Class of Individuals:** Employees of the Hazardous Materials Information Review Commission. **Purpose:** The purpose

of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status.

Retention and Disposal Standards: Notice of acceptance or objection is retained for three years and exclusion files for five years. **TBS Registration:** 002881 **Bank Number:** HMI PPE 805

Person-Year Utilization System

Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System.

Class of Individuals: The information relates to employees of the Commission. **Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board.

Retention and Disposal Standards: These files are retained for two years. **RDA Number:** 2003/001 **TBS Registration:** 002883 **Bank Number:** HMI PPE 810

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Health Canada

Chapter 72

Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants. **Purpose:** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701. **Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. **RDA Number:** 99/022 **TBS Registration:** 005077 **Bank Number:** HCan PCE 703

Occupational Health Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and

assessments, laboratory tests and reports, immunization records, x-ray reports and films, other specialized diagnostic procedure reports, and treatment and counselling reports. Workplace hazards and overexposure records may also be recorded. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Workplace Health and Public Safety Programme. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical, mental health assessments, and counselling. The information is used to support fitness to work assessments, medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Interpretations of evaluations may be shared, with consent, with other federal departments. **Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, immunization records, and/or fitness to work medical assessments are retained for 10 years and then

destroyed. **RDA Number:** 99/022 **TBS Registration:** 005087 **Bank Number:** HCan PCE 701

Public Service Health Medical Advisory Committee

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number.

Class of Individuals: Federal public servants. **Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701. **Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. **RDA Number:** 99/022 **TBS Registration:** 005086 **Bank Number:** HCan PCE 702

Particular Banks

Departmental Complaints File (Employees)

Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. **Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. **Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The files are kept for two years after the last use for an administrative purpose and are then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002748 **Bank Number:** HCan PPE 801

Managerial and Confidential Exclusions Records

Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. **Purpose:** The purpose of this information bank

is to record data on employees excluded from collective bargaining. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002900 **Bank Number:** HCan PPE 802

Person-Year Accounting and Control System (PYAC)

Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5. **Retention and Disposal Standards:** The records are retained for six years and are then destroyed. **RDA Number:** 99/004 **TBS Registration:** 002749 **Bank Number:** HCan PPE 804

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Historic Sites and Monuments Board of Canada

Chapter 73

Note: Information on the members of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

Human Resources Development Canada

Chapter 74

Central Banks

Government Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. **Class of Individuals:** Federal and Crown corporation employees and certain employees. Proof of identification may be required before access is granted. **Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act and the Merchant Seamen Compensation Act. **Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement. **Retention and Disposal Standards:** Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. **RDA Number:** 69/089 **TBS Registration:** 000457 **Bank Number:** HRDC PCE 701

Pilot Project in Disability Management

Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. **Class of Individuals:** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. **Purpose:** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. **Consistent Uses:** Information contained in this bank will be used to evaluate the effectiveness of Disability Management and

the Pilot Project. **Retention and Disposal Standards:** Information will be retained for no less than two years after the last activity relating to the employee's return to work. **Related to PR#:** HRDC MSC 025 **TBS Registration:** 003410 **Bank Number:** HRDC PCE 705

Particular Banks

Business Resumption Planning

Description: This bank contains Business Resumption Plans for all points of service for Human Resources Development Canada. The plans contain the home addresses and telephone numbers of all employees. **Class of Individuals:** Employees of Human Resources Development Canada. **Purpose:** To enable employees to be contacted in response to an emergency which affects the delivery of essential services. **Consistent Uses:** Information in this bank may be used by Human Resources Development Canada for research, planning, evaluation and statistics. **Retention and Disposal Standards:** The Plans are updated on a regular basis and information on persons no longer employed by the section for which the Plan was written is deleted immediately. **RDA Number:** To be determined. **TBS Registration:** 004157 **Bank Number:** HRDC PPE 801

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. **Class of Individuals:** Employees in HRDC. **Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and

development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Retention and Disposal Standards:** The retention period is five years for managers. Contact: Director, Operations Services Division – Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. **TBS Registration:** 002006 **Bank Number:** HRDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/ adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time. **Purpose:** To assist managers in the preparation of their Human Resources Plans.

Consistent Uses: To support such personnel functions

as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRDC's new Human Resources Employee Identification Number System. **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** HRDC PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Travel and Relocation

Immigration and Refugee Board

Chapter 75

Particular Banks

Automated Access and ID Cards

Description: This bank contains information relating to the use of identification and access card, including the name of the person to whom each card is assigned, card number, expiry date photograph and signature of card holder. **Class of Individuals:** Employees, contractors

and visitors to IRB secure premises. **Purpose:** The purpose of this bank is to provide a record of the access to IRB premises and to grant access to authorized individuals. The information in this bank is also used in the event of a breach in security. **Retention and Disposal Standards:** The records are retained for a two year period following the last administrative action and

then destroyed. **RDA Number:** 98/001 **TBS Registration:** 005503 **Bank Number:** IRB PPE 811

Complaints about the Conduct of Members

Description: This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the Code of Conduct. Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel for a refugee claimant or immigration consultant, and the circumstances leading to the complaint. Classes of Personal Information: Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.) **Purpose:** The purpose of this bank is to maintain information concerning complaints made under the "Protocol Addressing Member Conduct Issues", and to determine the need for and nature of any action.

Retention and Disposal Standards: Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once the Record Disposition Authority (RDA) has been approved, records will be destroyed after the retention period has expired. **RDA Number:** To be determined. **TBS Registration:** 005502 **Bank Number:** IRB PPU 155

Employee Assistance

Description: The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health

Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees and Members of the Board. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **RDA Number:** 98/005 **TBS Registration:** 003176 **Bank Number:** IRB PPE 803

Standard Banks

Please see INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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 Staffing
 Training and Development
 Travel and Relocation

Indian and Northern Affairs Canada

Chapter 76

Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as

defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of

employment within Canada; and willingness to accept lower-level positions. Personal Record Identifier numbers are used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. **Class of Individuals:** Departmental employees. **Purpose:** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. **Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed, then destroyed. **RDA Number:** 85/001 **Related to PR#:** INA HRB 921 **TBS Registration:** 002541 **Bank Number:** INA PPE 801

Ombudsman's Case Files

Description: The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities. **Class of Individuals:** Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary). **Purpose:** The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman. **Consistent Uses:** The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations. **Retention and Disposal Standards:** Two years from the time the file was last

updated, then destroyed. **TBS Registration:** 004260 **Bank Number:** IAN PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Personnel Security Screening (Reliability Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents
Workplace Day Care

Indian Residential Schools Resolution Canada

Chapter 77

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Indian Residential Schools Resolution Canada (IRSRC) is holding the following information:

Attendance and Leave

Parking

Staffing

Indian and Northern Affairs Canada (INAC) is holding the following information on behalf of IRSRC:

Conflict of Interest and Post-Employment Code

Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Travel and Relocation

IRSRC and INAC are in the process of transferring some of the above-mentioned information and services from INAC to IRSRC.

Industry Canada

Chapter 78

Central Banks

Client and Functional Community Feedback

Description: This bank includes information such as job categories, employment status and work locations of employees. It also contains personal opinions or views on client satisfaction. **Class of Individuals:** Randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and Government Services Canada who use the Corporate Comptroller's Branch products and services. **Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and operation decisions. **Retention and Disposal Standards:** Retained for two years and then destroyed. **TBS Registration:** 003892 **Bank Number:** IC PCE 702

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. **Class of Individuals:** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. **Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. **Consistent Uses:** To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry (<http://strategis.ic.gc.ca/ethics>) that portion of the information which the Code requires to be maintained in that manner. **Retention and Disposal Standards:** Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. **RDA Number:** 98/001 **Related to PR#:** IC IC 140 **TBS Registration:** 000130 **Bank Number:** IC PCE 701

Particular Banks

Amex Individual Credit Cards

Description: This bank contains application forms for Amex credit cards. **Class of Individuals:** Departmental employees. **Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. **Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex. **Retention and Disposal Standards:** Application forms are retained for two years after the last use of the card. **RDA Number:** 99/004 **TBS Registration:** 002562 **Bank Number:** IC PPE 811

Bank of Mentors

Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of this bank is to coordinate the Department mentoring program. **Consistent Uses:** The information gathered will be used to maximize the compatibility between the mentor and his protege. **Retention and Disposal Standards:** Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003668 **Bank Number:** IC PPE 807

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested a departmental assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy. **Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **RDA Number:** 98/005 **TBS Registration:** 002905 **Bank Number:** IC PPE 803

Employee Feedback

Description: This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment. **Class of Individuals:** Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region. **Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions. **Retention and Disposal**

Standards: Retained for two years and then destroyed.

RDA Number: 98/005 **TBS Registration:** 003891

Bank Number: IC PPE 813

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses. **Class of Individuals:** Departmental Employees. **Purpose:** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal**

Standards: Retained for six years and then destroyed.

RDA Number: 99/004 **TBS Registration:** 003218

Bank Number: IC PPE 806

Employee's Survey

Description: This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work. **Class of Individuals:** All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400). **Purpose:** The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment. **Consistent**

Uses: Will be used to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment. **Retention and Disposal**

Standards: Retained for two years and then destroyed.

RDA Number: 98/004 **TBS Registration:** 003955

Bank Number: IC PPE 800

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the

various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. **Class of Individuals:** Employees of the Department. **Purpose:** To identify individuals who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002561 **Bank Number:** IC PPE 812

Internet Audit Data Base

Description: This bank contains information pertaining to the access of the Internet via the Industry Canada Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address. The individual's actual name is not contained within the data base however, the IP address can be cross-referenced to the individual's name when required. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will serve as background information should further action be required. **Consistent Uses:** The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department.

Retention and Disposal Standards: The retention period for the audit data base is two years. The information is then destroyed. **RDA Number:** 98/001 **TBS Registration:** 003979 **Bank Number:** IC PPE 816

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. **Class of Individuals:** Department of Communications employees. **Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. **Retention and Disposal Standards:** Retention and disposal for this bank are to be established. **TBS Registration:** 003003 **Bank Number:** IC PPE 808

PeopleSoft/HRMS

Description: This data bank contains the following information: sector, branch, name, PRI, sex, first official language, classification and employment location. It is an

automated human resources management system that contains information on the management of positions and classifications decisions, the administration of the workforce including the tracking of assignments, priority management, administration of training, labour management relations, official languages, employment equity, compensation and leave. **Class of Individuals:** All employees of Industry Canada. **Purpose:** Management of human resources within Industry Canada as described above under "Description". **Retention and Disposal Standards:** Data beyond five years are electronically archived but can be accessed at any time. **RDA Number:** 98/005 **TBS Registration:** 004254 **Bank Number:** IC PPE 815

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. **Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies. **Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada. **RDA Number:** 98/001 **Related to PR#:** RIE ACC 285 **TBS Registration:** 002012 **Bank Number:** IC PPE 801

Senior Management Development Information

Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. **Class of Individuals:** Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels. **Purpose:** This bank is used to facilitate human resource

planning and career planning. **Consistent Uses:** Information will be used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. **TBS Registration:** 002711 **Bank Number:** IC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Infrastructure Canada

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Standard Banks

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Screening/Security Clearance)

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International Centre for Human Rights and Democratic Development

Chapter 80

Note: For information on the employees of Rights & Democracy (the International Centre for Human Rights and Democratic Development), please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

International Development Research Centre

Chapter 81

Particular Banks

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited cvs are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes. **Class of Individuals:** All applicants requesting employment at IDRC. **Purpose:** Repository for applications for employment at IDRC. **Consistent Uses:** The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. **Retention and Disposal Standards:** The records are retained and destroyed as stipulated in the Records Disposal Authority. **RDA Number:** 98/005 **TBS Registration:** 001153 **Bank Number:** IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas, and of Office of the Auditor General (OAG) and Canadian Commercial Corporation (CCC) staff who consult the travel clinics according to contractual agreement. It contains pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays and cardiograms. The files are currently arranged in alphabetical order by name. **Class of Individuals:** Past and present IDRC employees, OAG and CCC contract staff. **Purpose:** The information was compiled to maintain a health history

record of past and present employees of IDRC and of OAG and CCC contract staff. **Consistent Uses:** This file is used to record health history and medical examinations of employees and of OAG and CCC contract staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees and OAG and CCC contract staff who travel abroad. **Retention and Disposal Standards:** The records are retained and destroyed as stipulated in the Records Disposal Authority. **RDA Number:** 83/002 **TBS Registration:** 001154 **Bank Number:** IDR PPE 803

Official Languages

Description: This bank contains official languages data on job language requirements and incumbents' language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and the Treasury Board Secretariat. **Class of Individuals:** IDRC employees. **Purpose:** The purpose of this database is to provide the basic information required to administer the Official Languages Program. **Consistent Uses:** To administer the Official Languages Program at IDRC. **Retention and Disposal Standards:** The records are retained and destroyed as stipulated in the Records Disposal Authority. **RDA Number:** 98/005 **TBS Registration:** 002846 **Bank Number:** IDR PPE 806

Parking

Description: This bank contains permit applications for and correspondence concerning motor vehicle parking on the International Development Research Centre-leased property. Records of payment of parking fees are included in the Employee Personnel Record. **Class of Individuals:** Employees of IDRC. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after the parking permit expires. **RDA Number:** 98/005 **TBS Registration:** 002844 **Bank Number:** IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training and application for employment. The employee's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid). **Class of Individuals:** Employees of IDRC. **Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration. **Consistent Uses:** Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, etc. **Retention and Disposal Standards:** Retained by IDRC for the duration

of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 001152 **Bank Number:** IDR PPE 801

Travel and Relocation

Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employee of IDRC. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. **Retention and Disposal Standards:** Records are retained and destroyed as stipulated in the Records Disposal Authorities. **RDA Number:** 98/005, 99/004 **TBS Registration:** 002845 **Bank Number:** IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Personnel Security Screening (Reliability Screening/Security Clearance)

Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 82

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination

of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 98/027 **TBS Registration:** 000663 **Bank Number:** JCCBI PPE 802

Sun Life of Canada's Group Insurance Portfolio Reports

Description: This bank contains individual JCCBI employee data related to insurance coverage matters. **Class of Individuals:** Employees of the institution. **Purpose:** Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant

life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care. **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. **RDA Number:** 98/027. **TBS Registration:** 004474 **Bank Number:** JCCBI PPE 806

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deductions. **Consistent Uses:** Public Works and Government Services Canada ensures that total deductions balance with total remittances. **Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. **RDA Number:** 98/027. **TBS Registration:** 004475 **Bank Number:** JCCBI PPE 807

Taxation Records

Description: The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada-Taxation requirements. **Consistent Uses:** To determine individual income and taxes. **Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have

elapsed since the last administrative action on the file. **RDA Number:** 98/027 **TBS Registration:** 004476 **Bank Number:** JCCBI PPE 808

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Laurentian Pilotage Authority Canada

Chapter 83

Particular Banks

Register of Pilots employed by the Authority

Description: This contains information on physical characteristics, licences, certificates and marine incidents. **Class of Individuals:** Pilots and apprentice pilots from the Laurentian Pilotage Authority. **Purpose:** Retain a register of certificates and qualifications required under the Pilotage Act. **Retention and Disposal Standards:** Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. **RDA Number:** 98/005 **TBS Registration:** 003684 **Bank Number:** LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Law Commission of Canada

Chapter 84

Standard Banks

Employee Personnel Record

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Mackenzie Valley Environmental Impact Review Board

Chapter 85

Note: For information on the employees of the Mackenzie Valley Environmental Impact Review Board, please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

Mackenzie Valley Land and Water Board

Chapter 86

Note: The Mackenzie Valley Land and Water Board is subject to the Privacy and Access to Information Acts.

Military Police Complaints Commission

Chapter 87

Particular Banks

Corporate Services

Staff Relations

Description: This bank contains notices and actions taken following the misconduct of employees; formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken. **Class of Individuals:** Employees of the Commission, including contractors and persons hired through temporary help agencies.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action. **Consistent Uses:** To support decisions on issues of a staff relations matter such as discipline, harassment, grievances. **Retention and Disposal Standards:** (submission to the National

Archives of Canada). **TBS Registration:** 005244 **Bank Number:** MPCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Electronic Network Monitoring Logs

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability
Screening/Security Clearance)

Staffing
Training and Development
Travel and Relocation

Montreal Port Authority

Chapter 88

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Employment Equity Program

Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development

Nanaimo Port Authority

Chapter 89

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record

Grievances
Harassment
Occupational Safety and Health
Official Language
Pay and Benefits
Performance Reviews and Employee Appraisals

National Archives of Canada

Chapter 90

Central Banks

Former Civilian Employees — Employee Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify decisions concerning employees, to determine any

employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000554 **Bank Number:** NA PCE 702

PERSFILE Automated Index System

Description: The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). **Class of Individuals:** Former military and civilian employees of the Federal Government. **Purpose:** To identify and locate within the Federal Records Centres, personnel records of former government employees. **Consistent Uses:** This bank is used by the National Archives, Federal Records Centres and Regional Operations in order to control the loan period and actual location of personnel files. **Retention and Disposal Standards:** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000553 **Bank Number:** NA PCE 701

Particular Banks

Please note, when requesting military personnel files:

The National Archives of Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should be submitted directly to the Department of National Defence.

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later. **Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000567 **Bank Number:** NA PPE 715

Auxiliary Services Record — World War II

Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. **Class of Individuals:**

World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. **Purpose:** To verify periods of service and determine eligibility for pension benefits. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000562 **Bank Number:** NA PPE 710

Canadian Army Wartime, Special Force and Regular Force — Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000561 **Bank Number:** NA PPE 709

Dental Records — World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival

value. **RDA Number:** 85/012, 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 001943 **Bank Number:** NA PPE 721

Former Civilian Employees — DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

Class of Individuals: Former civilian employees of the federal government. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000556 **Bank Number:** NA PPE 704

Medical Records — World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 85/012, 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 000569 **Bank Number:** NA PPE 717

Microfiche Personal File — Regular Force and Class C Reserves

Description: Contains microfiche copies of limited correspondence and documents relating to an individual's

service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000570 **Bank Number:** NA PPE 718

Military Personnel Bank — World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 85/012, 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 000568 **Bank Number:** NA PPE 716

Newfoundland Forces — World War II

Note: Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland.

Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. **Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946. **Purpose:** To verify length of service of Newfoundland Forces personnel and substantiate pension claims. **Consistent Uses:** This bank is used by employees of

the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000565 **Bank Number:** NA PPE 713

Performance Evaluation Bank — World War II, Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 85/012, 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 000572 **Bank Number:** NA PPE 720

Royal Canadian Air Force (RCAF) — Daily Routine Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Royal Canadian Air Force (RCAF) personnel from 1924-1967. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000560 **Bank Number:** NA PPE 708

Royal Canadian Navy (RCN) Pay Record Sheets — World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. **Class of Individuals:** Royal Canadian Navy personnel who served during World War II. **Purpose:** To verify pay records and settle any pay claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000564 **Bank Number:** NA PPE 712

Service Pensions Bank — Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan. **Purpose:** To determine pension entitlements. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000571 **Bank Number:** NA PPE 719

Thirty Day Trainees — World War II

Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. **Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. **Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000563 **Bank Number:** NA PPE 711

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages

Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre

Chapter 91

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards

Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Battlefields Commission (The)

Chapter 92

Particular Banks

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service,

including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other

related reports as required. **Class of Individuals:** The National Battlefields Commission Employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. **Consistent Uses:** The main use of this bank

is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves, the personnel record is kept until the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003944 **Bank Number:** NBC PPE 810

National Capital Commission

Chapter 93

Particular Banks

Corporate Human Resources Management System (PeopleSoft)

Description: These databases are on-line systems which support virtually all major personal management functions. These databases could contain Personnel Record Identifier (PRI), SIN number, sex, classification level, address, name, date of birth and performance evaluations. This system also contains all compensations related event histories for all NCC employees since 1971; position information since 1998; competition and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations. **Class of Individuals:** NCC Employees. **Purpose:** The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis. **Consistent Uses:** The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making. **Retention and Disposal Standards:** Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. **RDA Number:** 98/005 **Related to PR#:** NCC HR 004 **TBS Registration:** 003732 **Bank Number:** NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database

Description: This bank is a component of an on-line information holdings management system. This bank contains each employee's name, identification number and security clearance level. **Class of Individuals:** NCC employees. **Purpose:** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. **Consistent Uses:** The information is used to safeguard designated and classified information. **Retention and Disposal Standards:** Computerized records are updated as required. **RDA Number:** 01/009 **Related to PR#:** NCC CIMS-SP 700 **TBS Registration:** 003664 **Bank Number:** NCC PPE 802

Standard Banks

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Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability
Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Defence

Chapter 94

Particular Banks

Academic Records – Students of a Canadian Military College

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the: full name, service number and/or college number, student number when accessing files, and year(s) in attendance at the Canadian Military College. **Class of Individuals:** This bank applies to students who are attending, or have attended a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of academic results for students who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 2000 students annually. **Retention and Disposal Standards:** Records are maintained indefinitely for historical purposes. **RDA Number:** to be determined. **Related to PR#:** DND RET 370 **TBS Registration:** 000212 **Bank Number:** DND PPE 844

Administrative Review Case Files

Description: This bank contains personal information on individuals who have been the subjects of administrative reviews related to Conduct, Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual's case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted. Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name and Service Number. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation

and statistical purposes. **Retention and Disposal Standards:** The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to Nationals Archives where they will be kept indefinitely. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 000183 **Bank Number:** DND PPE 814

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member's present unit, service number, Military Occupation Codes and special qualifications. Records are accessible by providing: surname and initials and SN. **Class of Individuals:** This bank applies to Communication Research (CommRsch291) and other commissioned and non-commissioned members of the CF. **Purpose:** The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis, and use this information when posting military personnel to CFS Alert. **Retention and Disposal Standards:** All information is retained until such time as CFS Alert closes. **RDA Number:** to be determined. **TBS Registration:** 002856 **Bank Number:** DND PPE 871

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation Code, name, rank, service number, location and type and year of incident. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.

Consistent Uses: Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member. **Retention and Disposal Standards:** The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada, and placed in data bank NA PPE 716/NA PPE 717. **RDA Number:** to be determined. **TBS Registration:** 000201 **Bank Number:** DND PPE 832

Cadet Instructors Cadre Personal Information Bank

Description: The bank consists of individual personnel documents and files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. Personnel documents and files are accessible by providing service number, surname and given names. **Class of Individuals:** This bank applies to officers of the Cadet Instructors Cadre (CIC). **Purpose:** These personnel documents and files are maintained for the purpose of preserving administrative details of a CIC officer's career. **Retention and Disposal Standards:** Personnel documents and files are normally retained by the individual's Regional Cadet Support Unit (RCSU) or, if employed within National Defence Headquarters (NDHQ), the NDHQ Cadet Staff Establishment. Following the release of the CIC officer the unit holding the personnel documents and files will retain them for a period of three years at which time they are then forwarded to National Archives. **RDA Number:** to be determined. **TBS Registration:** 004440 **Bank Number:** DND PPE 822

Canadian Forces Casualty Database

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of serious injuries, illnesses and deaths of Canadian Forces members. This information is provided by individual Canadian Forces units for storage in a central database administered by the Department of National Defence and Veterans Affairs Canada Centre for Support of Injured and Retired Members and their Families. It is solely maintained by staff of the Department of National Defence. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** Information in the bank is used by DND staff to ensure that seriously injured and ill members and their families are referred for assistance

to any programs and services which may help them. In the case of death, the information is used to coordinate the provision of benefits to surviving family members, as well as to facilitate the tracking of grave sites of deceased serving CF members. In providing assistance, personal information will be disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent. **Consistent**

Uses: Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence and leadership of the Canadian Forces for the purpose of problem identification. No other use is made of personal information unless authorized pursuant to the Privacy Act.

Retention and Disposal Standards: Files are not destroyed, but are transferred to the National Archives Personnel Record Centre one year after their last administrative use. **RDA Number:** to be determined. **TBS Registration:** 005369 **Bank Number:** PPE 817

Canadian Forces Command and Staff College - Boards/Selection Processes

Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college. **Class of Individuals:** This bank applies to CF officers. **Purpose:** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. **Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 000190 **Bank Number:** DND PPE 821

Canadian Forces Drug Testing Program

Description: This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who produced validated positive test results. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date. **Class of Individuals:** This bank applies to members of the CF Regular and Reserves. **Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, other administrative measures as prescribed in CFAO 19-21, preventative education, rehabilitation, and/or treatment. **Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's CO. It is the basis on which the

CO institutes administrative career action in accordance with CFAO 19-21. **Retention and Disposal**

Standards: Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND PCA 630 **TBS Registration:** 003172 **Bank Number:** DND PPE 890

Canadian Forces Employment Equity Program

Description: The bank contains personal information (Protected B) on members which is collected by means of a self-identification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group (Aboriginal person, visible minority, woman, or person with disability). **Class of**

Individuals: This bank applies to members of the Regular Force and Primary Reserves. **Purpose:** The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status. **Consistent**

Uses: The CF may collect data for statistical purposes.

The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to: compile a personnel profile of members; and compare the situation of designated group members with non-designated group members within the CF. **Retention and Disposal**

Standards: The data collected is maintained in perpetuity, in accordance with the Employment Equity Act. The actual forms are retained for five years. **RDA Number:** to be determined **TBS Registration:** 003342 **Bank Number:** DND PPE 816

Canadian Forces Member Personal Information File

Description: This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, enrolment medical profile, Change of Medical Category form CF 2088, career résumé, change of Reserve Service, Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate

posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages, posting/temporary duty promotion; re-engagement (and career development plans), Administrative Review decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. This bank may also contain casualty documents. Records are retrievable by service number, name and date of birth. **Class of Individuals:** This bank applies to members of the Regular component of the CF. **Purpose:** The purpose of the electronic file is to maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement. **Retention and Disposal Standards:** Records are retained for five years after release from the CF and then transferred to National Archives of Canada where they are placed in data bank NA PPE 718. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 004249 **Bank Number:** DND PPE 818

Chaplain Service

Description: This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. Records are accessible by providing; full name, service number, rank, and denomination. **Class of Individuals:** This bank applies to chaplains in the CF. **Purpose:** The purpose of this bank is to be used as a guide to actions affecting Chaplains and their work. **Retention and Disposal Standards:** Records are destroyed after three years. **RDA Number:** to be determined. **Related to PR#:** DND CGP 470; DND CRC 485 **TBS Registration:** 000176 **Bank Number:** DND PPE 807

Command and Staff Course Student Files

Description: The bank contains: a record of all formal interviews with the student, assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. Records are accessible by providing: full name, rank/title, and service number. **Class of Individuals:** This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers. **Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of: CF officers, and visiting foreign, Allied officers who attend courses at the Canadian Forces College. The information is also used to provide transcripts of academic standing on CFC courses to

requesting institutions. The bank is used to provide documented justification for the content of each student's formal course assessment. **Retention and Disposal Standards:** Records are destroyed after ten years. **RDA Number:** to be determined. **Related to PR#:** DND RET 370 **TBS Registration:** 000211 **Bank Number:** DND PPE 843

Conflict of Interest and Post-Employment Code - Military

Description: This bank contains: Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1, Conflict of Interest Guidelines; assessments, analyses and correspondence about actual potential and apparent conflicts between a member's private interests or holdings and his or her official duties and responsibilities; reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing: full name, rank/title, and service number. **Class of Individuals:** This bank applies to members of the: CF regular, and Reserves on full-time paid service. **Purpose:** The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment Guidelines) is in compliance with the post-employment compliance measures; maintain information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any post-employment compliance action, and support decisions on administrative or disciplinary action if a conflict of interest exists. Note: This impacts on a current CF member's or DND employee's ability to deal with a former senior member. **Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 001966 **Bank Number:** DND PPE 864

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. Records are accessible by providing: date of birth, full name, rank, and service number. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF. **Retention and Disposal Standards:** During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to National Archives of Canada, where they are placed in data bank NA PPE

721. **RDA Number:** to be determined. **Related to PR#:** DND DSD 510 **TBS Registration:** 004317 **Bank Number:** DND PPE 811

Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number. **Class of Individuals:** Members and former members of the Canadian Forces and their families. **Purpose:** Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent. **Consistent Uses:** Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act. **Retention and Disposal Standards:** Files are destroyed five years after their last administrative use by the Centre. **RDA Number:** to be determined. **TBS Registration:** 005370 **Bank Number:** PPE 824

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Records are accessible by

providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member. **Class of Individuals:** This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. **Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND DEP 465 **TBS Registration:** 003267 **Bank Number:** DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code. **Class of Individuals:** This bank applies to: members of the CF, and dependants of members. **Purpose:** The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage. **Retention and Disposal Standards:** Records are destroyed after two calendar years. **RDA Number:** to be determined. **Related to PR#:** DND CBD 450 **TBS Registration:** 000178 **Bank Number:** DND PPE 809

Human Resources Management Information System (HRMS)

Description: This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoft™ HR software, that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. The HRMS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary grad and step – Civ only); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records substitution availability, and Financial benefits and education benefits, Health and Safety, Recruitment, plus time away from home and Statement of Ordinary Residence for military members. Processes applicable to military and civilian maintains leave records as earned and used by employee; Position Management

Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, security clearance (data related to employee security clearance level, and the security clearance of the position), service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR, showing a resume of the data held on them or by viewing a web based system called Employee Member Access Application (EMAA). Records of members released from the CF are not subject to amendments.

Purpose: The purpose of this transactional data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Output Products Reporting Database, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID.

Consistent Uses: The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications, produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub systems. The SIN is collected in accordance with the: Income Tax Act, and Unemployment Insurance Act for the purpose of managing and administering members' pay. The SIN is removed from HRMS after the first pay transaction is sent to CCPS.

Class of Individuals: This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND. **Retention and Disposal Standards:** Records are retained for a period of five years after the last administrative action. Records are then destroyed. **RDA Number:** to be determined.

Related to PR#: DND MSD 785 **TBS Registration:** 004155 **Bank Number:** DND PPE 805

DSSPM - Clothing Online

Description: This bank contains: the Service Number (SN), Rank, Surname, Initials and Environment (Navy, Army or Air force) of all active Regular Force, Class C Reserve, Primary Reserve (Class A and B) and Cadet Instructor Cadre (CIC) members. Clothing Online is a DND e-commerce/e-business based direct delivery project providing non-operational uniforms to DND members. All active Regular Force, Class C Reserve, Primary Reserve and CIC members are authorized personnel. The bank will also be used to maintain an individual's point system and clothing entitlement inventory. The data is stored on a secure database. When the data is accessed online it is in 'https' mode, in which 128-bit encryption (SSL) is invoked. Records are accessible by providing: full name, rank/title, and service number. **Class of Individuals:** All Regular Force, Class C Reserve, Primary Reserve and CIC members. **Purpose:** The Bank's purpose is to maintain information on active Regular Force, Class C Reserve, Primary Reserve and CIC members and act as a means to identify personnel authorized to use the Clothing Online product.

Consistent Uses: Identifying authorized individuals and the maintenance of individual point system and clothing entitlements inventories. Information (Rank and Environment only) will be used by DSSPM to produce statistical reports. The database will not be linked with any other system. **Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action. **RDA Number:** to be determined. **TBS Registration:** 005349 **Bank Number:** PPE 829.

Financial Assistance – Canadian Forces Personnel Assistance Fund (CFPAF)

Description: This bank contains applications for financial assistance from the Canadian Forces Personnel Assistance Fund. The bank also contains loan records and contracts. Records are available by providing date of birth, full name and service number. **Class of Individuals:** This bank applies to current and former CF Regular Force personnel and eligible members of the Reserves. **Purpose:** The purpose of this bank is to maintain a file of past and present CF personnel who applied for and obtained financial assistance from CFPAF; loan accounts, current and archived and loan contracts. **Consistent Uses:** The information is strictly used for the administration (management) of the financial assistance programme. Aside from this there are no other uses. **Retention and Disposal Standards:** Loan records and accounts are destroyed seven calendar years after a loan is paid up and application files are destroyed after three calendar years of inactivity. **RDA Number:** to be determined. **TBS Registration:** 005346 **Bank Number:** PPE 802

Financial Counselling

Description: This bank contains financial information with respect to Canadian Forces personnel who are financial counselling clients. Records are accessible by providing date of birth, full name and service number if applicable. **Class of Individuals:** This bank applies to current members of the Canadian Forces. **Purpose:** The

purpose of this bank is to maintain a file on those individuals who are financial counselling clients.

Consistent Uses: The information is strictly used for the administration (management) of the financial counseling programme. Aside from this, there are no other uses.

Retention and Disposal Standards: Files on clients who have received loans are retained for two years after the file has been closed. The file is then destroyed. Files on clients who have not received any loans are destroyed when the counselling service has been completed. **RDA Number:** to be determined. **TBS Registration:** 005347 **Bank Number:** PPE 803

Financial Planning

Description: This bank contains applications for financial planning services, investment instructions and financial information with respect to our clients. Records are accessible by providing date of birth, full name and service number if applicable. **Class of Individuals:** This bank applies to current and former members of the Canadian Forces and Canadian Forces Personnel Support Agency employees. **Purpose:** The purpose of this bank is to maintain a file on clients who are Financial Planning clients. **Consistent Uses:** The information is strictly used for the administration management) of the financial planning programme. Aside from this, there are no other uses. **Retention and Disposal Standards:** Records are destroyed seven years after the death of a client or cancellation of the services. **RDA Number:** to be determined. **TBS Registration:** 005348 **Bank Number:** PPE 804

Harassment

Description: This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc. **Class of Individuals:** This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace. **Purpose:** The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to

determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

Consistent Uses: In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes. **Retention and Disposal**

Standards: Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist. **RDA Number:** to be determined. **TBS Registration:** 003005 **Bank Number:** DND PPE 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application. **Class of Individuals:** This bank applies to: Applicants to the CF, and serving and former members of the CF. **Purpose:** The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection. **Consistent Uses:** The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System – (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks. **Retention and Disposal Standards:** CF 283 Applicant Assessment forms and DND 2158 Non-

Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely. **RDA Number:** to be determined. **Related to PR#:** DND PDB 360 **TBS Registration:** 000184 **Bank Number:** DND PPE 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth. **Class of Individuals:** CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR. **Purpose:** The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and NCR access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property. **Consistent Uses:** Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis. **Retention and Disposal Standards:** Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed. **RDA Number:** to be determined. **TBS Registration:** 003681 **Bank Number:** DND PPE 896

Insurance - Service Income Security Insurance Plan (SISIP)

Description: This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. Records are accessible by providing: date of birth, full name and service number. **Class of Individuals:** This bank applies to current and former Regular Force and Class C Reserve Force members of the CF. **Purpose:** The purpose of this bank is to maintain: a file of past and

present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants. **Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage. **RDA Number:** to be determined. **Related to PR#:** DND CBD 450 **TBS Registration:** 000177 **Bank Number:** DND PPE 808

Judge Advocate General's Files/Service Estates

Description: This file contains: correspondence reflecting the names of estate beneficiaries, executors, court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate; information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. Records are accessible by providing: date of death, full name, and service number. **Class of Individuals:** This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death. **Purpose:** The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death. **Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Director of Estates and are then transferred to National Archives of Canada, where they are placed in data bank NA PPE 716. **RDA Number:** to be determined. **Related to PR#:** DND JAG 015 **TBS Registration:** 000220 **Bank Number:** DND PPE 856

La Relève Executive Feeder Group

Description: This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed, ten-year employment history, areas of expertise, scope of experience and career aspirations over the next ten-year period. **Class of Individuals:** This bank applies to civilians currently employed by DND. **Purpose:** The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates

for anticipated EX vacancies. **Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action. **Records Disposition Authority:** to be determined. **Related to PR#:** DND SGB 490 **TBS Registration:** 005114 **Bank Number:** DND PPE 861

Medical Professional Standards Register

Description: This bank contains: correspondence between Chief Health Services (CHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals. **Class of Individuals:** This bank applies to any or all CFMS personnel. **Purpose:** The purpose of this bank is to maintain information on CF Medical System Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action. **Retention and Disposal Standards:** The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case. **RDA Number:** to be determined **TBS Registration:** 003960 **Bank Number:** DND PPE 898

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical care, including those at CF Hospitals. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records are accessible by providing: name of serving member, the members service number, the dependant's name and date of birth, the CF hospital where treatment was provided and relationship to the serving member. **Class of Individuals:** This bank applies to: members of the CF, dependants of serving members, others entitled to CF medical care as well as former members of the CF. **Purpose:** The records serve as a reference source for medical treatment and career medical/administrative/pension decisions, and as a data source for occupational and population health activities. **Consistent Uses:** Information held in this bank may be disclosed to a Summary Investigation into the death of an individual, to a Board of Inquiry, the Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. Information in this bank

may also be disclosed to health care workers for the purpose of providing medical care, and to appropriate personnel within Veterans Affairs Canada for the purpose of assessing and administering claims made under the Pension Act. In fulfillment of the necessary occupational and population health functions, information in this bank may be disclosed to responsible members of the Surgeon General Professional Technical network for the purpose of reviewing the health status of or care provided to an individual or specified group. Relevant results of the analysis of the health status of or standard of care provided to groups of individuals may be provided to the individuals involved and / or to responsible DND / CF authorities. **Retention and Disposal Standards:** One year after a member's release, records are transferred to National Archives of Canada, where they are placed in data bank NA PPE 717. These records remain under the control of DND for a total of five years whereupon they become the responsibility of NAC. Requests submitted within the first five years of release should be forwarded to DND. Retention and disposal of dependant's medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. **RD Number:** to be determined. **Related to PR#:** DND SGB 490 **TBS Registration:** 004316 **Bank Number:** DND PPE 810

CSE Mentor Program

Description: This bank contains personal information voluntarily given by mentors and proteges within the Communication Security Establishment (CSE). It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege.

Class of Individuals: Employees of CSE. **Purpose:** This information is maintained to provide documentation for the planning, administration and operation of the mentor program. **Consistent Uses:** To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop and maintain a catalogue of available mentors and what they have to offer. **Retention and Disposal Standards:** These records will be destroyed six months after an employee has withdrawn from the program. **RD Number:** 97/003 **TBS Registration:** 000439 **Bank Number:** DND PPE 820

Merit Award Program

Description: This bank contains: minutes of meetings, personal data of nominees, regulations governing the Merit Award Program, rules, and statistics and employee employment records. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and rank. **Class of Individuals:** This bank applies to: military personnel, and civilian employees of DND. **Purpose:** The purpose of this bank is to administer DND Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command or Group Merit Award

Committees. **Consistent Uses:** Social insurance number and mailing address are required for: award cheque requisitioning through the Department of Public Works and Government Services, and for income tax purposes by the Canada Custom and Revenue Agency, pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are destroyed after three calendar years. **RD Number:** to be determined. **Related to PR#:** DND ESD 045 **TBS Registration:** 000195 **Bank Number:** DND PPE 826

History, Heritage and Honours

Description: This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning: buildings, freedom of cities, Governor General, royalty, ships and related activities such as unit commemorative events. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code. **Class of Individuals:** This bank applies to members of the CF and civilian employees of DND. **Purpose:** The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards accorded to members of the CF. **Retention and Disposal Standards:** Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank NA PPE 716. **RD Number:** to be determined. **Related to PR#:** DND DOC 420; DND DOC 445 **TBS Registration:** 000192 **Bank Number:** DND PPE 823

Military Personnel - Grievance File

Description: This bank constitutes a record of applications for redress of grievances submitted, and the decisions made in respect of those grievances. Records are accessible by providing: Military Occupation Code, name, rank, service number, and year of grievance.

Class of Individuals: This bank applies to members of the CF. **Purpose:** The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances. **Consistent Uses:** This information is used in investigation, by the CF, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

Retention and Disposal Standards: The files are destroyed five years after last administrative action. **RD Number:** to be determined. **TBS Registration:** 000200 **Bank Number:** DND PPE 831

Military Police Credential Review Board Data Bank

Description: This MPCRBB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRBB process. The bank includes the MPCRBB Administrator's notes, an overview of

allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police Investigation Case File if applicable.

Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.

Class of Individuals: The bank applies to Military Police but may include information on others (ie military police investigation reports). **Purpose:** The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files. **Consistent Uses:** The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed. **RDA Number:** to be determined. **TBS Registration:** 005371 **Bank Number:** PPE 833

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident, including: criminal, criminal intelligence, security or service offences investigated by the Military Police (or brought to the attention of the Military Police by another police service). This bank also records the findings of authorized investigations. The bank consists of: telegrams containing investigative information, investigation and occurrence reports, written statements, photographs, record books, notebooks, documentary exhibits, related correspondence, index cards, lists of evidence, civil and military court documents. Persons are identified by: Service Number/Personal Record Identifier, Rank/Classification, surname, initials and date of birth. The report in which they are mentioned is identified by either: an assigned file index number for the investigation, type of incident or offence, and date of its occurrence or by a General Occurrence number. Information in this bank may be held on paper copy, microfiche or electronic format. Records are accessible by providing: full surname and given names, location and date, Service Number or Personal Records Identifier (not mandatory), and type of incident or offence. **Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an incident on DND establishments (it also applies to persons Subject to the Code of Service Discipline who have been involved in an incident off DND establishments,

investigated by a competent investigative authority and where the information has been made known to the Military Police). **Purpose:** This information is used to assist in the determination of whether a criminal or service offence has been committed and to provide the results of Military Police investigations to the appropriate departmental (DND) authorities. **Consistent Uses:** Information contained in Military Police Investigation Case Files may be used to support: other investigations, disciplinary measures, appeals, civil actions, pensions, service personnel administration, planning, postings, criminal injuries compensation, career review, research, security and reliability screening, eligibility for medical treatment, statistical purposes and evaluations, and suppression of crime. Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** Hard copy records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use. Hard copy records held at NDHQ (classified/designated higher than Protected B and deemed to be of significance) are transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to the Department of DND (records prior to 1994 were transferred to National Archives. Incidents designated as Protected B and generated after 1994 are retained indefinitely) **RDA Number:** to be determined. **Related to PR#:** DND MIS 085 **TBS Registration:** 000203 **Bank Number:** DND PPE 835

Military Postgraduate Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: CLA request reference course start and end dates course title date assigned date thesis received FMS/WCN numbers (applicable to US military courses) name and location of institution program type Member's: military occupation code and description name and initials obligatory service completion date occupation speciality qualification code posting date and message rank service number target position in establishment Financial: estimated total cost file and course loading authorization (CLA) numbers financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number. **Class of Individuals:** This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada. **Purpose:** The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training. **Retention and Disposal Standards:** Electronic copies are retained in the personal

information bank DND PPE 818 CF Member Personal Information File on completion of training. Computer records are retained indefinitely for statistical purposes.

RDA Number: to be determined. **Related to PR#:** DND RET 370 **TBS Registration:** 003269 **Bank Number:** DND PPE 878

Minutes of Proceedings of Courts Martial

Description: The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies.

Records are accessible by providing: surname and initials, year and place of court martial and, when applicable, the rank of the accused. **Class of**

Individuals: This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. **Purpose:** These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada.

Retention and Disposal Standards: Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed. **RDA Number:** to be determined. **Related to PR#:** DND JAG 035 **TBS Registration:** 000199 **Bank Number:** DND PPE 830

National Defence Fingerprint File

Description: The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing name, service number (SN)/civilian (PRI) number and, as proof of identity, one rolled fingerprint done in black ink. **Class of**

Individuals: Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada. **Purpose:** This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. **Consistent Use:** Used for identification purposes only. **Retention and Disposal Standards:** Records of Members of the CF, and civilian employees of DND are retained by the Department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. Civilian prints will normally only be taken under two conditions: when employed in a high risk area and the local commander dictates that prints will be submitted; and when deployed on a CF operation or in theatre. **RDA Number:** to be determined. **TBS Registration:** 000170 **Bank Number:** DND PPE 801

Non-Public Fund (NPF) Employee Personnel Records

Description: This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment. **Class of Individuals:** This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency.

Purpose: The purpose of this bank is to store employee information related to employment, benefits and pensions. **Consistent Uses:** Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation). **Retention and Disposal Standards:** Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action. **RDA Number:** to be determined. **Related to PR#:** DND PSB 385 **TBS Registration:** 005115 **Bank Number:** DND PPE 865

Officer Boards for Academic Enhancement and Specialist Training Plans

Description: This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers); Initial Baccalaureate Degree Programme (IBDP); and Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans (MPLANS). Each board may contain: any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists for those found suitable, alternates and those not selected, proceedings, and findings, and selection criteria. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application.

Class of Individuals: This bank applies to officers of the CF who have made application for the training plans listed. **Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan. **Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 002273 **Bank Number:** DND PPE 848

Pay Records File

Description: This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the

Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances entitlements and attendance for the reserves. Records are accessible by providing: full name and service number. **Class of Individuals:** This bank applies to members of the CF (Regular and Reserve). **Purpose:** The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances. **Consistent Uses:** Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice). **Retention and Disposal Standards:** The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. **RDA Number:** to be determined. **Related to PR#:** DND FSB 765 **TBS Registration:** 003788 **Bank Number:** DND PPE 858

Pension File

Description: The bank contains: copies of vital statistics of serving CF members and their dependants, pension election forms, pension observations and correspondence concerning pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. Records are accessible by providing: full name, and service number. **Class of Individuals:** This bank applies to members of the CF and survivors. **Purpose:** The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. **Retention and Disposal Standards:** Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to National Archives of Canada where they are placed in data bank

NA PPE 719. **RDA Number:** to be determined.

Related to PR#: DND FSB 765 **TBS Registration:** 000223 **Bank Number:** DND PPE 859

Performance Evaluation Report File

Description: This bank contains: Performance Evaluation Reports, course reports and letters of commendation and awards. Records are accessible by providing: date of release if applicable, full name and service number.

Purpose: The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training. **Class of Individuals:** This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service. **Retention and Disposal Standards:** Records are: retained for five years after the individual's release, and then transferred to National Archives of Canada where they are placed in data bank NA PPE 720. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 000206 **Bank Number:** DND PPE 838

Personnel Files - Training

Description: The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. **Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank NA PPE 716. **RDA Number:** to be determined. **Related to PR#:** DND RET 370 **TBS Registration:** 000210 **Bank Number:** DND PPE 842

Personnel Security Investigation File

Description: This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and

security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank contains personal information about the individual: his or her immediate family, the names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Records are accessible by providing: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired. **Class of Individuals:** This bank applies to:

Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. **Purpose:** The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada.

Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band.

Consistent Uses: Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes. **Retention and Disposal Standards:** All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years. **RDA Number:** to be determined.

TBS Registration: 004010 **Bank Number:** DND PPE 834

Personnel Selection Officer (PSO) Training Files

Description: This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or

experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses. Records are accessible by providing: name, rank, and service number.

Class of Individuals: This bank applies to Personnel Selection Officers of the Regular and Reserve Forces.

Purpose: The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. **Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed.

RDA Number: to be determined. **Related to PR#:**

DND CSA 520 **TBS Registration:** 003268 **Bank**

Number: DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Records are accessible by providing: full name, location of the interview, and service number. **Class of**

Individuals: This bank applies to: members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada.

Purpose: The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block.

Retention and Disposal Standards: The files are

destroyed after two years. **RDA Number:** to be determined. **Related to PR#:** DND JAG 015 **TBS**

Registration: 000221 **Bank Number:** DND PPE 857

Provision of Legal Counsel at Public Expense

Description: This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown

Servants. Records are accessible by providing: full name; SN/PRI, and DOB. **Class of Individuals:** This bank applies to: CF members, and civilian employees of DND.

Purpose: The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations. **Retention and Disposal Standards:**

Records are retained for six calendar years from when the file is closed. Files are transferred to National Archives of Canada where they are placed in data bank NA PPE 716.

RDA Number: to be determined. **TBS Registration:**

003982 **Bank Number:** DND PPE 897

Public Key Infrastructure (PKI) Service Request Forms

Description: This bank contains: surname, given names and initials, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI) (civilian) / building pass number (contractor/casuals) including expiry date, organization, building / location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment. **Class of**

Individuals: CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services. **Purpose:** The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactivation, reactivation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.

Consistent Uses: Forms will only be used for the auditing of adherence to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI. **Retention and**

Disposal Standards: All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed. **RDA Number:** to be determined. **TBS Registration:** 005368 **Bank Number:** PPE 813

Requests from and Disclosures to Investigative Bodies

Description: This bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. Records are accessible by providing: service number or PRI number, classification, or Military Occupation Code, full name, and rank. **Class of**

Individuals: This bank applies to: members of the CF, and civilian employees of DND. **Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. **Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Retention and Disposal Standards: Information is destroyed two years after date of last correspondence.

RDA Number: to be determined. **Related to PR#:** DND PCA 610 **TBS Registration:** 000218 **Bank Number:** DND PPE 854

Sea, Army and Air Cadet Personnel Files

Description: This bank contains: form CF 1158 - Application for Membership in the Canadian Cadet Organizations, form CF 51 - Application and Approval - Cadet Activities (Employment - Course - Exchange), form CF 910 - CF Statement of Medical Fitness Cadet Applicant, (discontinued – content included in form CF 1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 – Certificate of Service - for Royal Canadian Sea Cadets; DND 1888 – Record of Service – for Royal Canadian Army Cadets; and CF 1322 – Record of Service and DND 1964 – Cadet Information Sheet – for Royal Canadian Air Cadets. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron. **Class of Individuals:** This bank applies to the members of the Sea, Army and Air Cadets. **Purpose:** The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization. **Consistent Uses:** The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act, when a cadet is employed as staff cadet. **Retention and Disposal Standards:** When a cadet leaves the organization, any empty blocks on the Record of Service (CF 1398, DND 1888, or CF 1322) are completed or struck off and the Record of Service is signed by the Commanding Officer. The complete Record of Service is then photocopied and the photocopy is retained indefinitely at the corps/squadron. The Record of Service and all documents included therein are given to the cadet. **RDA Number:** to be determined. **Related to PR#:** DND RCS 340 **TBS Registration:** 000207 **Bank Number:** DND PPE 839

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production plans: Commissioning From the Ranks Plan (CFRP); Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP); the Special Requirements Commissioning Plan, (SRCP) starting in 1986; and University Training Plan Non-Commissioned Members (UTPNM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request. **Class of Individuals:** This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNM, SCP or OCTPM; have been nominated for CFRP, or have been selected

for SRCP. **Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. **Retention and Disposal Standards:** The candidate's selection/non-selection paper textual documentation is destroyed once it has been imaged for retention in DND PPE 818. Board reports are retained for 20 years for statistical purposes, and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 002272 **Bank Number:** DND PPE 847

Selection Board and Supplementary Selection Board Results

Description: There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection Board Results. Selection Board Report: includes information in the form of: findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for promotion and TOS includes information on each eligible individual: TOS Selection List includes: Service number, surname and initials, UIC URS, element TOS score/standing, MOC. Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, non-suitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board. **Class of Individuals:** This bank applies to members of the CF (Regular Forces Personnel). **Purpose:** The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection. **Retention and Disposal Standards:** IAW Authority document "Records Scheduling and Disposal Manual" A-AD-D11-001/AG-001 Annex A Personnel - CF Boards - Selection: Selection Listings, Personnel Board Reports, and Supplementary Board Results, are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy,

or electronic format for statistical and promotional purposes and will then be destroyed. **RDA Number:** to be determined. **Related to PR#:** DND CSA 530 **TBS Registration:** 004049 **Bank Number:** DND PPE 899

Service Prison and Detention Barrack Records

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission, discharge, discipline, maintenance of personal property, and sentence remission. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number. **Class of Individuals:** This bank applies to individuals who are or have been incarcerated in military service prisons and detention barracks. **Purpose:** The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken. **Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use. **RDA Number:** to be determined. **TBS Registration:** 001765 **Bank Number:** DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Records are accessible by providing: interviewer (if possible), member's full name, Military Occupation Code, place and date of interview(s), rank, and service number. **Class of Individuals:** This bank applies to members of the CF and members of their immediate families. **Purpose:** The purpose of this bank is to assist the social work officer in professional treatment and case management. **Consistent Uses:** Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer. **Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed. **RDA Number:** to be determined. **Related to PR#:** DND PSB 405 **TBS Registration:** 000181 **Bank Number:** DND PPE 812

Squadron Personal File - Officer Cadets

Description: The Squadron Personal File contains: reports of academic and military training; achievements;

awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. Ex student Royal Military College files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance. **Class of Individuals:** This bank applies to officer cadets attending the Royal Military College.

Purpose: The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending at the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis. **Retention and Disposal Standards:** After graduation, records are maintained at the college for five years and then destroyed. **RDA Number:** to be determined. **Related to PR#:** DND RET 370 **TBS Registration:** 000213 **Bank Number:** DND PPE 845

Suggestion Award Program

Description: This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the Suggestion Award Program, and rules. Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee. **Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND. **Purpose:** The purpose and use of this bank is to administer DND Suggestion Award Program. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Public Works and Government Services Canada, and for income tax purposes by the Canada Customs and Revenue Agency, pursuant to the Income Tax Act. **Retention and Disposal Standards:** Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years. Suggestions that have been declined for adoption will be protected for a twelve-month period and will be destroyed after three calendar years. **RDA Number:** to be determined. **Related to PR#:** DND ESD 045 **TBS Registration:** 000194 **Bank Number:** DND PPE 825

Unit Military Personnel Bank

Description: This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, and Unit Employment Records (UER). It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the

member's career. Other records are purged. Records are accessible by providing: full name, rank, service number, and Unit. **Class of Individuals:** This bank applies to: serving members of the CF; and serving members of the Reserve Force. **Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units. **Consistent Uses:** Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. **Retention and Disposal Standards:** Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to National Archives of Canada for members of the CF – Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank NA PPE 716. **RDA Number:** to be determined. **Related to PR#:** DND CSA 520 **TBS Registration:** 000204 **Bank Number:** DND PPE 836

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National Film Board of Canada

Chapter 97

Particular Banks

Employees of the National Film Board of Canada

Description: This file contains medical histories, special medical examinations, tests, clinical opinions and reports. It can also contain notes from doctors and nurses and tests results that were done in the workplace or outside the National Film Board. It can also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor.

Class of Individuals: Current or former National Film Board employees. **Purpose:** To permit a medical follow-up to the employee and in matters of work related

accidents. **Consistent Uses:** The medical file was kept for the purposes of the employee Health Unit and was on no account used to determine employability. The information it contains is never transmitted to any other organization or employer. **Retention and Disposal Standards:** Since the closing of the Health Unit of the National Film Board in March 1998, the employee's medical files are kept by the NFB Archives Section. The files will be destroyed in 2004, unless they are individually claimed by the employee prior to this date. **TBS Registration:** 004256 **Bank Number:** NFB PPE 005

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The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 86).

National Parole Board

Chapter 100

Particular Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes

verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. **Class of Individuals:** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted

to carry out tasks honestly and reliably. **Consistent Uses:** The information is used to support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after it was last used for an administrative purpose. **RDA Number:** 98/005 **Related to PR#:** NPB NPB 005 **TBS Registration:** 002100 **Bank Number:** NPB PPE 801

Harassment

Description: This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents, records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Records. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Employees of the National Parole Board and other persons working for the public service.

Purpose: The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the

investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **RDA Number:** 98/005 **Bank Number:** NPB PPE 805

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Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination

of employment. **Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** 98/005 **TBS Registration:** 000959 **Bank Number:** NRC PPE 801

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons,

Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the National Research Council. **Purpose:** This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. **Consistent Uses:** The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: Five years after the Audit of the program by the Canadian Human Rights Commission or ten years after the period covered by the institution's Employment Equity Plan to which the records relate after which the records are destroyed. **RDA Number:** 98/005 **TBS Registration:** 002202 **Bank Number:** NRC PPE 802

Equipment Loan

Description: This bank contains information loans of material. **Class of Individuals:** Researchers, contractors, staff. **Purpose:** The bank provides a record of the loans made to researchers, contractors and staff. **Retention and Disposal Standards:** Records are retained for one year after the return or disposal of equipment, after which the records are destroyed. **RDA Number:** 99/003 **TBS Registration:** 005318 **Bank Number:** NRC PPE 806.

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. **Consistent Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years, after which they are destroyed. **RDA Number:** 98/005 **TBS Registration:** 002201 **Bank Number:** NRC PPE 803

Scientific Integrity – Investigations

Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. **Consistent Uses:** To support decisions on disciplinary actions which may arise as a result of an investigation. **Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** 98/005 **TBS Registration:** 003699 **Bank Number:** NRC PPE 805

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the National Research Council. **Purpose:** The bank provides a record of the information used in staffing positions within the National Research Council. **Consistent Uses:** This bank may also be used in the selection of candidates for the Council's Secondment Program. **Retention and Disposal Standards:** Records are retained for two years following expiry of the eligibility list or after last administrative action whichever is later, after which they are destroyed. **RDA Number:** 98-005 **Related to PR#:** NRC PAS 745 **TBS Registration:** 002438 **Bank Number:** NRC PPE 804

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Assignments Program – (CLOSED)

Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. **Class of**

Individuals: The information relates to current Public Service employees who have registered in the Program.

Purpose: The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. **Consistent Uses:** The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. **Retention and Disposal Standards:** Files are destroyed three years after the end of the assignment. Contact: Chief, Planning, Recruitment and Corporate Staffing Unit, CSS-HRB. **Related to PR#:**

NRCan CSS 790 **TBS Registration:** 003309 **Bank Number:** NRCan PPE 811

CANMET Management Information System (CLOSED)

Description: Name, Employee Number, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees.

Class of Individuals: Employees of the Mineral and Metals Sector. **Purpose:** To record assets such as computers and equipment in the custody of employees.

Consistent Uses: To provide Sector management with reports on to readily identify location of Sector assets.

Access to the database will be restricted by the use of passwords. **Retention and Disposal Standards:** Two years following the last administrative use. Contact: Director, Informatics, Policy, Planning and Services Branch, METS. **Related to PR#:** NRCan DEX 007 **TBS**

Registration: 003370 **Bank Number:** NRCan PPE 807

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status and number of children. Also contains the amount of rental and the

dates of occupancy. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to administer accommodation requirements and the collection of rental deductions. **Consistent Uses:** Linked to Department of Public Works PWC PPU 020. **Retention and Disposal Standards:** Individual files are retained for two years after the occupants vacate the premises. Contact: Director, Business Management Division, CSS-RPESB. **RDA Number:** 86/001 **Related to PR#:** NRCan CSS 730 **TBS Registration:** 000408 **Bank Number:** NRCan PPE 802

Departmental Computer-Assisted Facilities Management System (Closed)

Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to manage accommodation and forecast space usage by category of employee. **Consistent Uses:** All employee data will be derived by upload from PeopleSoft. **Retention and Disposal Standards:** The retention and disposal periods are to be approved by the National Archives of Canada. Contact: Director, Strategic Planning, CSS-RPESB. **Related to PR#:** NRCan CSS 790 **TBS Registration:** 003332 **Bank Number:** NRCan PPE 813

Departmental Credit Card Holder Master File

Description: This bank within the departmental financial system contains information relating to employees of the department who are custodians of a government acquisition card eg. Mastercard, Visa, etc. The information gathered by employee is Credit Card Account Number, Card Holder's name and their Personal Record Identifier Number(PRI). This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is used as the employee's account number in lieu of the credit card number for data input and access. The PRI number is not displayed, printed or distributed for any other use. **Class of Individuals:** Authorized employees of the department. **Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department. **Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities. **Retention and Disposal Standards:** Records are retained for a period of 6 years. Contact: Manager, Financial Systems and Training, CSS-FMB **TBS Registration:** 003657 **Bank Number:** NRCan PPE 817

Departmental Human Resource Information System

Description: This data base contains the following information: sector, branch, name, sex, first official language, date of birth, classification, salary and

employment location. It is an automated human resources management system that contains information on the management of positions and classification decisions, the administration of the workforce including the tracking of assignments, priority management, training, conflict of interest, exclusion and designation, awards and recognition, official languages, employment equity, compensation and leave. **Class of Individuals:** All employees of Natural Resources Canada and others under programs supported by the department (i.e. Emeritus, Visiting Fellowship, Youth intership). **Purpose:** Management of human resources within Natural Resources Canada as described above under description. **Consistent Uses:** Access to the system is strictly controlled and password protected through a user log on validation process. Access is only given to those persons on a need to know basis and only for the performance of their duties. **Retention and Disposal Standards:** The data is maintained and updated on an ongoing basis. A backup of the data is made daily and a monthly basis it is stored for one year but can be accessed at any time. Contact: HR Information Systems Team Leader, CSS-HRB **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003647 **Bank Number:** NRCan PPE 815

Directory of People and Services.

Description: This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. **Class of Individuals:** Departmental employees. **Purpose:** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. **Consistent Uses:** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. **Retention and Disposal Standards:** Two years following the last administrative use. Contact: Chief, Telecommunications Services, CSS-IMB. **Related to PR#:** NRCan CSS 770 **TBS Registration:** 003344 **Bank Number:** NRCan PPE 806

Employee Medical Referrals

Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. **Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required. **Purpose:** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. **Consistent Uses:** The records are used to assess employee's capability to

perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks. **Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative use. Contact: Director, Classification and Staff Relations Division, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003308 **Bank Number:** NRCan PPE 810

Garnishment of Salaries and Other Remuneration

Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. **Class of Individuals:** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. **Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. **Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office. **Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. Contact: Compensation and Benefits, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 002313 **Bank Number:** NRCan PPE 803

Passports and Visas

Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. **Class of Individuals:** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas. **Purpose:** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. **Consistent Uses:** Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. **Retention and Disposal Standards:** Records are retained for five years until the passport has expired and are then destroyed. Contact: Manager, Accounting Operations, CSS/FMB

TBS Registration: 003670 **Bank Number:** NRCan PPE 816

Salary Forecast Module

Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. **Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. **Retention and Disposal Standards:** Records are retained for a period of six years. Contact: Manager, Financial Systems and Training, CSS-FMB. **Related to PR#:** NRCan CSS 720 **TBS Registration:** 003119 **Bank Number:** NRCan PPE 805

Workforce Adjustment – (CLOSED)

Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. **Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority. **Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. **Consistent Uses:** The records are used to facilitate the placement of employees. **Retention and Disposal Standards:** Records are retained for two years after the employee has been placed. Contact: Director, HR Services, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003310 **Bank Number:** NRCan PPE 812

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Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 001628 **Bank Number:** SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. **Consistent Uses:** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To

these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equitability of the ratings across different directorates and branches within NSERC. **Retention and Disposal Standards:** Files are retained on file for five years, then destroyed. **RDA Number:** 86-001 **TBS Registration:** 002582 **Bank Number:** SER PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Screening/Security Clearance)

Staffing

Training and Development

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Vehicle, Ship, Boat and Aircraft Accidents

Northern Pipeline Agency Canada

Chapter 105

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

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Travel and Relocation

North Fraser Port Authority

Chapter 106

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Northwest Territories Water Board

Chapter 107

Note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada

Chapter 108

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Office employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support

decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 001605 **Bank Number:** OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Office of the Chief Electoral Officer

Chapter 109

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Office of the Commissioner of Official Languages

Chapter 110

Particular Banks

Garnishment

Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.
Class of Individuals: Employees of the Office against whom garnishment or diversion proceedings have been taken. **Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.
Consistent Uses: The bank is also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee

moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. **RDA Number:** 98/005 **TBS Registration:** 002849 **Bank Number:** COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social

insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. **RDA Number:** 98/005 **TBS Registration:** 002850 **Bank Number:** COL PPE 804

Superannuation

Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. **Class of Individuals:** Active and former employees who were contributors to the Superannuation. **Purpose:** To have access, in one location, to all pertinent data concerning pension. **Consistent Uses:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. **RDA Number:** 98/005 **TBS Registration:** 002848 **Bank Number:** COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. **Class of Individuals:** Employees declared surplus. **Purpose:** This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. **Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position. **Retention and Disposal Standards:** Two years after the employee leaves. **RDA Number:** 98/005 **TBS Registration:** 002847 **Bank Number:** COL PPE 801

Training and Development

Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee. **RDA Number:** 98/005 **TBS Registration:** 001265 **Bank Number:** COL PPE 805

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Office of the Correctional Investigator

Chapter 111

Note: Information on the employees of Office of the Correctional Investigator is held by the Department of the Solicitor General.

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 112

Note: Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

Office of the Ombudsman, National Defence and Canadian Forces

Chapter 113

Note: Information on the employees of the Office of the Ombudsman, National Defence and Canadian Forces is held by the Department of National Defence.

Office of the Superintendent of Financial Institutions Canada

Chapter 114

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada

Chapter 115

Particular Banks

Employee Personnel Record

Description: This bank provides a record of an individual's employment with the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. **Class of Individuals:** This bank relates to employees of the Authority. **Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. **Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes. **Retention and Disposal Standards:** Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. **RDA Number:** 85-001 **TBS Registration:** 004141 **Bank Number:** PPA PPE 802

Register of Employee Pilots

Description: This bank relate to marine pilots employed by the Authority. This information is used in decisions

relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning licenses, personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. **Class of Individuals:** This bank relates to marine pilots employed by the Authority. **Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. This information is obtained as required under the pilotage act. **Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes. **Retention and Disposal Standards:** Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. **RDA Number:** 85-001 **TBS Registration:** 004142 **Bank Number:** PPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Parks Canada Agency

Chapter 116

Note: Information on the employees of the Parks Canada Agency is held by the department of Canadian Heritage.

Patented Medicine Prices Review Board

Chapter 117

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Pension Appeals Board

Chapter 118

Note: Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 9th Floor, Capital Square Building, Ottawa, Ontario K1P 5V9.

Port Alberni Port Authority

Chapter 119

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

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Prince Rupert Port Authority

Chapter 120

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Privy Council Office

Chapter 121

Particular Banks

Security Clearances and Assessments Bank
Description: This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. **Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. **Retention and Disposal Standards:** Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon

expiry of the clearance. **RDA Number:** 86-001 **TBS Registration:** 002546 **Bank Number:** PCO PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

Public Service Commission of Canada

Chapter 122

Central Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may

also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. **Class of Individuals:** Public servants and non-public servants applying to the AETP or past and present participants of the AETP. **Purpose:** This bank exists

under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. **Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five(5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003069 **Bank Number:** PSC PCE 766

Accelerated Executive Development Program (AEXDP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview, the Candidate Self-Report, and the Selection Review Board (SRB) Interview; results of the integration process and program office notes. **Class of Individuals:** Members of the Executive Category who have applied to the AEXDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program. **Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004019 **Bank Number:** PSC PCE 768

Accelerated Executive Development Program (AEXDP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Candidate Self-Report, and the SRB Interview; results of the integration process; personalized learning plans; information on candidate assignments and related performance evaluations,

mentoring/coaching assistance, the participant's attendance on courses, and appointment-to-level documentation; program office notes. **Class of Individuals:** Members of the Executive Category who have been accepted as participants in the AEXDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004018 **Bank Number:** PSC PCE 769

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of Individuals:** Public servants and non-public servants who have made a formal access request under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. **Consistent Uses:** The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the request, and then destroyed. **RDA Number:** 98/001 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001684 **Bank Number:** PSC PCE 743

Analytical Environment (formerly EDP Statistical Systems)

Description: This bank regroups computer systems which are maintained by the Public Service Commission (PSC) and which may contain basic personal information such as social insurance number (historical records only), personal record identifiers (PRI), the client service number (CSN), a PSC generated identifier, work history, employment status, language proficiency, reasons for separation, education level, major field of study, personal perspectives on how public service values drive particular staffing actions and specific information related to a competition process. The analytical environment includes information obtained from the Treasury Board Secretariat (TBS) incumbent, mobility and employment equity data systems, information extracted from the PSC's Program of Special Surveys, as well as appointments or statistics received from other departments for the period prior to April 1999 and subsequently estimates of departmental staffing activity are created from the TBS incumbent and mobility files. Specific Census data and Health and

Activity Limitation Survey data from Statistic Canada are also included in the analytical environment. **Class of Individuals:** All individuals who have been appointed to positions in the public service or who have left the public service. **Purpose:** This analytical environment was created to record information on appointments in the public service (prior to April 1999), separations, the distribution of public servants by department and by location, and to provide information on the health of the staffing system of the Public Service. From 1999 to 2003, staffing activities are estimated based on the Treasury Board incumbent and mobility data systems. As of 2003, staffing activities are estimated based on the Job-Based Analytical Information System (JAIS). The analytical environment is updated on a regular basis. **Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of the staffing system, the production of the Public Service Commission's Annual Report, PSC research and for other reports to Treasury Board on the utilization of human resources and on the status of programs. This information is used for the planning and management of investigations, for auditing, and for studies on staffing practices. This information will not form, in any case, the basis for decision making for administrative decisions regarding individuals. This information is also used in order to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from TBS's incumbent and mobility systems is used to provide some additional tombstone information for PSC employee inventories. Information from the incumbent/mobility systems of Treasury Board is also used to update the Job-Based Analytical Information System. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of TBS (SCT PCE 706). The information from the Census and Health and Activity Limitation Survey is used to update the employment equity data. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. **Retention and Disposal Standards:** Appointment Information Management System: The computerized data is kept in an optical archive for an indefinite period. Separations: The computerized information is retained until it has been superseded and then it is deleted, except for year-end information which is kept in an optical archive indefinitely. Workforce Adjustment Reporting System: Records are retained indefinitely in an optical archive. Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained indefinitely in an optical archive. Student Employment Program: Records are retained for five (5) years, and then kept in an optical archive indefinitely. Job-Based Analytical Information System: Information on individuals is kept for a period of 20 years after it is collected and then is retained in an optical archive indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 032 and PSC SPR 180 **TBS Registration:** 002299 **Bank Number:** PSC PCE 761

Appeal Hearings

Description: This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant. **Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal. **Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals. **Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. **Retention and Disposal Standards:** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. For files referred to the Federal Court of Canada under section 18 of the Federal Court Act, the decisions are retained for five (5) years then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 001445 **Bank Number:** PSC PCE 702

Applicant Inventories and Referrals

Description: This bank may contain applications/curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/ announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. **Class of Individuals:** Public servants and non-public servants who have applied for a position in the Public Service through an open competition process. **Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, professional and scientific, technical and operational categories and in the Executive Group. **Consistent Uses:** This bank is used to identify applicants suitable for referral and appointment to positions in the public service. For certain solicited processes applications, curriculum vitae may be sent to and retained by the department holding the competition. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation. **Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventories, or after referral, or after completion of a solicited competition

process, and then destroyed. Computerized information is retained for five (5) years. **RDA Number:** 2001/025
Related to PR#: PSC SPB 030 **TBS Registration:** 001451 **Bank Number:** PSC PCE 708

Assessment Centre for Executive Appointment (AC for EXA)

Description: This bank may contain memoranda and letters; biographical information and assessment results.
Class of Individuals: Persons who have been assessed by the Assessment Centre for Executive Appointment (AC for EXA). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of applicants for executive positions or departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre for research and development purposes.
Retention and Disposal Standards: Hard copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 and SPB 034 **TBS Registration:** 004463 **Bank Number:** PSC PCE 772

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Question Board (SRB) Interview and program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have applied to the PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program.
Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB

065 **TBS Registration:** 004020 **Bank Number:** PSC PCE 770

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; and program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have been selected in the ADM PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004021 **Bank Number:** PSC PCE 771

Career Assignment Program (CAP): Inventory of Candidates and Participants

Description: This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates. This bank may also include information retained for a previous program: Special Development Program. **Class of Individuals:** Non-public servants and public servants who have competed in a competitive process and/or have participated in CAP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP. **Consistent Uses:** This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counselling purposes. **Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001705 **Bank Number:** PSC PCE 751

Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)

Description: This bank may contain basic personal information, curriculum vitae, general career information and plans, appraisal information and reference checks. **Class of Individuals:** Employment equity designated group members at the EX equivalent, the EX minus one and minus two levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have received career consultation and development services. **Purpose:** This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans. **Consistent Uses:** The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001466 **Bank Number:** PSC PCE 723

Course Registration and Information

Description: This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent Training and Development Canada course numbers. **Class of Individuals:** Persons who have taken or are enrolled in a course offered by Training and Development Canada. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a course offered by the PSC Learning and Development Programs Branch. **Consistent Uses:** This bank is used to provide information required to administer training courses delivered by Training and Development Canada. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 120 **TBS Registration:** 001478 **Bank Number:** PSC PCE 735

Deployment Recourse

Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. **Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of section 34.4 of the Public Service Employment Act. **Purpose:** This bank exists in accordance with section 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a

recommendation to deputy heads regarding corrective action with respect to an employee's deployment.

Consistent Uses: This bank is also used to provide information for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 003270 **Bank Number:** PSC PCE 745

Executive Counselling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)

Description: This bank may contain biographical information, service-related notes and assessment results. **Class of Individuals:** Public Servants in the Executive Category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counselling Services. **Purpose:** This bank exists to provide public servants who access Executive Counselling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. **Consistent Uses:** This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service. **Retention and Disposal Standards:** Hard copy records are retained for ten (10) years after being declared inactive and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 and PSC SPB 034 **TBS Registration:** 002912 **Bank Number:** PSC PCE 765

Executive Resourcing

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, curriculum vitae, individual candidate reports from the Assessment Centre for Executive Appointment, Executive Recruitment Assessment Report reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). **Class of Individuals:** Persons who are included in an Executive Group competition administered by the PSC. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to Executive Group selection and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the

applicant inventories, the assessment results and from departments. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001475 **Bank Number:** PSC PCE 732

Interchange Canada: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form. **Class of Individuals:** Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada. **Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001952 **Bank Number:** PSC PCE 729

International Programs: Inventory

Description: This program was abolished April 1, 2003. The bank may contain records of instances of consideration, notations of referrals, and correspondence related to the Program. **Class of Individuals:** Public servants and non-public servants interested in applying for appointments in international organizations, or who are currently employed or have been employed. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations. **Consistent Uses:** The bank was used to identify vacancies in international organizations for the general management of the program. **Retention and Disposal Standards:** Records of individuals interested in foreign employment are retained for two (2) years after being declared inactive and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001951 **Bank Number:** PSC PCE 733

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters,

performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of the Public Service Employment Act and its Regulations, or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. **Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 as well as the subsequent Order-in-Council P.C. 2001-955 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. **Consistent Uses:** The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. **Retention and Disposal Standards:** Paper records are retained active during the investigation or conciliation phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001446 **Bank Number:** PSC PCE 703

Language Review Committee

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. **Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee. **Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. **Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case. **Retention and Disposal Standards:** Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001459 **Bank Number:** PSC PCE 716

Language Training Orientation

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the

projected duration of training. **Class of Individuals:** Language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. **Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001482 **Bank Number:** PSC PCE 739

Language Training Services

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results. **Class of Individuals:** Persons who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001484 **Bank Number:** PSC PCE 741

Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)

Description: This bank may contain memoranda and letters; biographical information and assessment results or assessor comments. **Class of Individuals:** Persons who have been assessed by the Assessment Centres following the administration of one of the Assessment Services tools (reference checks, candidate Achievement Record, 360 feedback, etc.). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of all persons who have participated in the Career Assignment Program or other departmental programs aimed at developing management potential. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or any other similar departmental programs, so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and

research data on candidates who have gone through the Assessment Centre. **Retention and Disposal Standards:** Hardcopy files are retained for five (5) years after the assessment and then destroyed. Computerized information is retained indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 and SPB 034 **TBS Registration:** 001469 **Bank Number:** PSC PCE 726

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Director General, Delegation Directorate, the Commission's decision to approve or deny the leave to seek nomination as a candidate, and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. **Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate, and to be a candidate for election. **Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. **Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC DGM 022 **TBS Registration:** 001448 **Bank Number:** PSC PCE 705

Management Resources Information System (MRIS) (ceased to be updated in 1993)

Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. This bank may also contain specific records pertaining to Senior Personnel, Finance and Internal Audit Officers. **Class of Individuals:** Public servants appointed to eligible classifications as determined by the Public Service Commission; public servants participating or seeking participation on Interchange Canada or International

Assignments; public servants at the FI-04 and equivalent levels, PE-06 level and up to EX-03 levels who are identified as having extensive qualifications and who have been evaluated by senior advisory committees.

Purpose: This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. **Consistent**

Uses: This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File. **Retention and Disposal Standards:** Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001477 **Bank Number:** PSC PCE 734

Management Trainee Program (MTP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, assessment reports, appointment letters, assignment descriptions and performance appraisals. **Class of Individuals:** Public servants and non-public servants applying to the Management Trainee Program, and persons who have been appointed to the Program.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain historical records of persons appointed to the Program. **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for participants in the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for

five (5) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. **RDA**

Number: 2001/025 **Related to PR#:** PSC SPB 031

TBS Registration: 002910 **Bank Number:** PSC PCE 763

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memorandum of agreement and investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the Public Service Commission. **Class of Individuals:** Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace. **Purpose:** This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department. **Consistent Uses:** The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical purposes. **Retention and Disposal Standards:** Paper records are retained active during the investigation, mediation or coaching process, five(5) years inactive from date service completed, then destroyed. Computerized records are retained on-line for five(5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 010 **TBS Registration:** 005181 **Bank Number:** PSC PCE 781

Occupational Test Results

Description: This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier. **Class of Individuals:** Public servants and non-public servants who have taken selection tests developed by the PSC. **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary Recruitment System which contain applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity,

as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are retained indefinitely on computerized files. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001454 **Bank Number:** PSC PCE 711

Official Languages Exclusion Approval Order

Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. **Class of Individuals:** Public servants who have requested an official languages exclusion or extension. **Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. **Consistent Uses:** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed, except for those with historical value which are kept indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001460 **Bank Number:** PSC PCE 717

Other Inquiries

Description: This bank may contain basic personal data, excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations, press clippings, memorandum of agreement, investigation reports. It may also contain information dealing with the Recommendation made to the Commission based on the facts gathered during the inquiry. **Class of Individuals:** Public Servants or non Public Servants directly affected by the inquiry. **Purpose:** This bank exists following the conduct of an investigation under sections 6(2), (3) and 42 of the Public Service Employment Act. **Consistent Uses:** The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes. **Retention and Disposal Standards:** Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed. Computerized records are retained on-line for five(5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 005180 **Bank Number:** PSC PCE 780

Personnel Selection (excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application

forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.

Class of Individuals: Public servants and non-public servants who are being considered for appointment through a process of personnel selection. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. **Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request, to participants in selection actions to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.

Retention and Disposal Standards: Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001455 **Bank Number:** PSC PCE 712

Persons Appointed under an Exclusion Approval Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. **Class of Individuals:** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. **Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. **Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for five (5) years after termination of the exclusion, and then sent to historical archives. **RDA Number:** 2001/025 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001447 **Bank Number:** PSC PCE 704

Policy Research and Development Program (PRDP)

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations of referrals, notes to file, and faxes for all applications to the Program. It may

also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

Class of individuals: Public servants and non-public servants applying to the PRDP or past and present participants of the PRDP. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the PRDP and to maintain historical records of all persons who have participated in the PRDP. **Consistent uses:** This bank is used to retain applications to the PRDP, for the general management of the assignments, and for statistical purposes. It interfaces with Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the application is submitted and then are destroyed. Hard copy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030, PSC SPB 031 **TBS Registration:** 005301 **Bank Number:** PSC PCE 777

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants

Description: This is a completely electronic data bank with 24 hour user accessibility. It contains personal and demographic data, curriculum vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files, and messages for those applicants to the PSR program. **Class of Individuals:** Non-public servants and public servants applying to Post-Secondary Recruitment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the Post-Secondary Recruitment. **Consistent Uses:** This bank is used to identify applicants for positions offered through PSR. It may be used for human resources planning, statistical purposes and studies. **Retention and Disposal Standards:** Comply with electronic retention and disposal policy of the TBS. Information on such applicants is transferred to the hiring department. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003954 **Bank Number:** PSC PCE 767

PSC Transfer Files (ceased in June 1996)

Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. **Class of Individuals:** Public servants who have requested a lateral transfer. **Purpose:** This bank exists to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and

foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001462 **Bank Number:** PSC PCE 719

Public Servants Released or Demoted (PSC authority for this function ceased in 1993)

Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee. **Class of Individuals:** Public servants whose release or demotion has been recommended by deputy heads. **Purpose:** This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees. **Consistent Uses:** This bank was used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provided information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c.1992 c.54. Such matters have since been delegated to Deputy Ministers. **Retention and Disposal Standards:** Records are retained for seven (7) years following a release or demotion, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001449 **Bank Number:** PSC PCE 706

Second Language Assessment by Regional Offices

Description: This bank may contain the second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results. **Class of Individuals:** Public servants and non-public servants who were assessed by the PSC Regional Offices for second language proficiency. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. **Consistent Uses:** The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Scoring and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory. **Retention and Disposal Standards:** Files are retained for three (3) years and interviews recorded on cassette are retained for two

(2) years unless the candidate agrees to their earlier disposal, then are deleted. **RDA Number:** 2001/025
Related to PR#: PSC SPB 050 **TBS Registration:** 001457 **Bank Number:** PSC PCE 714

Second Language Evaluation (SLE) Examiners

Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. **Class of Individuals:** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. **Purpose:** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners.

Consistent Uses: The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. **Retention and Disposal Standards:** All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. **RDA Number:** 2001/025
Related to PR#: PSC SPB 030 **TBS Registration:** 001458 **Bank Number:** PSC PCE 715

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer sheets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier. **Class of Individuals:** Public servants and non-public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. **Purpose:** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of appointment. **Consistent Uses:** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. When the individual becomes a Federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test

results which it links with job position requirements. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc. **Retention and Disposal Standards:** Hard copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 and TBS PCE 703 **TBS Registration:** 001461 **Bank Number:** PSC PCE 718

Special Measures Program Participants (Ceased in 1998)

Description: This bank may contain information concerning the on-the-job training assignments of participants to the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.

Class of Individuals: Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. **Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program.

Consistent Uses: The bank is used to monitor the progress of participants and to measure the effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. **Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 and PSC SPB 040 **TBS Registration:** 002297 **Bank Number:** PSC PCE 758

Staffing Consultant Certification

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded on a computerized inventory.

Class of Individuals: Staffing consultants of the public service. **Purpose:** This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. **Consistent Uses:** This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs.

Retention and Disposal Standards: Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. **RDA Number:** 2001/025

Related to PR#: PSC SPB 050 **TBS Registration:** 001464 **Bank Number:** PSC PCE 721

Statutory and Regulatory Priorities

Description: This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and certain members of the Canadian Forces and the RCMP. Information exists in hardcopy and computerized form. **Class of Individuals:** Public servants and other persons who have a statutory or regulatory priority for appointment.

Purpose: This bank exists in accordance with sections 29, 30 and 33 of the Public Service Employment Act and sections 34 to 43 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various Public Service Commission policies to provide information relating to individuals with a priority for appointment. **Consistent Uses:** This bank is used to identify those individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. **Retention and Disposal**

Standards: Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 033 **TBS Registration:** 001452 **Bank Number:** PSC PCE 709

Particular Banks

Accounts Payable and Receivable

Description: This bank may contain information on travel expenses, supplier payments, contracts information, purchase orders, payments to other government departments, merit awards, suggestion awards, membership payments, salary payments including regular and supplementary pay. It will also contain information relating to receivable collected from training provided, publications, overpayments and recoveries between departments for salaries and other services. **Class of Individuals:** Departmental employees who have been involved in the accounting and processing of financial transactions for the Public Service Commission.

Purpose: For audit purposes, the information is required to support all of the types of payments and receivables processed by the Public Service Commission.

Consistent Uses: The information is used for the preparation of financial reports such as Departmental Financial Statements, Public Accounts, Parliamentary enquiries, Access to Information requests, monthly and quarterly forecast analysis and other types of requests by the government's central agencies. **Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed. **RDA Number:** 99/004

Related to PR#: PSC CMB 914 **TBS Registration:** 002413 **Bank Number:** PSC PPE 815

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. **Class of Individuals:** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). **Purpose:** This bank exists to record and control the EX overfill and SAPP situations in the Public Service Commission. **Consistent Uses:** This bank is used to administer and maintain data on the EX overfill and SAPP situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. **Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed. **RDA Number:** 98/005 **Related to PR#:** PSC 925 **TBS Registration:** 001486 **Bank Number:** PSC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
Discipline

Electronic Network Monitoring Logs

Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking

Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability
Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation

Public Service Integrity Office

Chapter 123

Information on the employees of the Public Service Integrity Office is held by the Treasury Board of Canada Secretariat.

Public Service Staff Relations Board

Chapter 124

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. **Consistent Uses:** To support decisions made by the Board concerning applications for extension of time. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 110 **TBS Registration:** 000776 **Bank Number:** SRB PCE 705

Complaints - Canada Labour Code - Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code. **Class of Individuals:** Individuals employed in the federal public service. **Purpose:** The purpose of this bank is to record

the determination of the Board on the complaints of employees. **Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for having exercised any right under Part II of the Canada Labour Code. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 91/022 **Related to PR#:** SRB OSR 150 **TBS Registration:** 001881 **Bank Number:** SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Consistent**

Uses: To support decisions made by the Board concerning complaints of unfair practices. **Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 060 **TBS Registration:** 000774 **Bank Number:** SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. **Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 105 **TBS Registration:** 000778 **Bank Number:** SRB PCE 707

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. **Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. **Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. **Consistent Uses:** Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Labour Canada under Human Resources Development Canada is now responsible for this section of the Act. The information was to support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 91/022 **Related to PR#:** SRB OSR 145 **TBS Registration:** 001880 **Bank Number:** SRB PCE 710

Complaint/Grievance Mediation

Description: This bank contains requests for mediation services, replies to requests, notice of meetings and status reports. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees. **Purpose:** The purpose of this bank is to record the administrative steps of the mediation process. **Consistent Uses:** This bank is used to record and provide information on requests. **Retention and Disposal Standards:** Records are retained for 4 years and then destroyed. **RDA Number:** TBD **Related to PR#:** SRB OSR 179 **TBS Registration:** 005254 **Bank Number:** SRB PCE 701

Determination of Designated Positions

Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. **Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service positions as being «designated» positions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. **Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units. **Retention and Disposal Standards:** Files are retained for ten years after case is

closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 075 **TBS Registration:** 000773 **Bank Number:** SRB PCE 702

References of Grievances to Adjudication

Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. **Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. **Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 065 **TBS Registration:** 000772 **Bank Number:** SRB PCE 701

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. **Consistent Uses:** To support decisions made by the Board concerning requests to review decisions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 050 **TBS Registration:** 000777 **Bank Number:** SRB PCE 706

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of

hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. **Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 025 **TBS Registration:** 000775 **Bank Number:** SRB PCE 704

Particular Banks

Appointment of Arbitrators and Adjudicators

Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. **Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. **Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. **Consistent Uses:** This bank is used to record and provide information on appointees. **Retention and Disposal Standards:** Records are retained for 25 years after the termination of employment and then destroyed. **RDA Number:** 98/005 **Related to PR#:** SRB OSR 155 **TBS Registration:** 002186 **Bank Number:** SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Electronic Network Monitoring Logs

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability
 Screening/Security Clearance)
 Recognition Policy

Staffing
 Training and Development
 Travel and Relocation

Public Works and Government Services Canada

Chapter 125

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. **Class of Individuals:** Federal employees. **Purpose:** Information in this bank is used for the administration of federal living accommodation. **Retention and Disposal Standards:** This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records and then destroyed. **RDA Number:** 79/008 **Related to PR#:** PWC PWC 040 **TBS Registration:** 000713 **Bank Number:** PWGSC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. **Class of Individuals:** All employees of the federal government and pensioners who are members of the various plans. **Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records. **Retention and Disposal Standards:** Records are destroyed one year after death of employee. **RDA Number:** 98/005 **TBS Registration:** 001375 **Bank Number:** PWGSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance

number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act. **Consistent Uses:** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. **Retention and Disposal Standards:** Records for employees are destroyed when the employee has reached 80 years of age or one year after the employee's death. **RDA Number:** 98/005 **Related to PR#:** SSC ROD 090 **TBS Registration:** 002596 **Bank Number:** PWGSC PCE 705

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. **Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. **Consistent Uses:** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for

verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. **RDA Number:** 98/005 **TBS Registration:** 001374 **Bank Number:** PWGSC PCE 702

Particular Banks

Appointments – Crown Corporations

Description: This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio. **Class of Individuals:** Members of the Board of Directors of Crown Corporations. **Purpose:** Information is used by the Minister and the Deputy Minister to appoint Board Members. **Consistent Uses:** This information is mostly used by the Minister and the Deputy Minister to appoint Board Members. **Retention and Disposal Standards:** Information will be retained up to two years after the departure of the Board Member and then submitted to the National Archives of Canada. **RDA Number:** 96/021 – 96/022 **Related to PR#:** PWGSC CIG 005 **TBS Registration:** 004014 **Bank Number:** PWGSC PPE 825

Competency Profile Assessment

Description: This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee. **Class of Individuals:** Employees working for the Departments. **Purpose:** The purpose of this bank is to maintain and identify information training needs of each employee and the supervisor retarding the training and development activities, in terms of training priorities, allocation of training time and costs. **Retention and Disposal Standards:** Records are retained for two years from the last administrative activity and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 004243 **Bank Number:** PWGSC PPE 835

Employee Takeover Initiative

Description: This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers. **Class of Individuals:** Public Works and Governments Services Canada Employees. **Purpose:** This bank exists to provide for the maintenance of an inventory of employees

who have applied for Employee Takeovers within Public Works and Government Services Canada. **Consistent Uses:** This information is mostly used by the Deputy Minister and employees of the Corporate Implementation Group of PWGSC. **Retention and Disposal Standards:** This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years and then submitted to the National Archives of Canada. **RDA Number:** 96/021 **Related to PR#:** PWGSC CIG 005 **TBS Registration:** 004013 **Bank Number:** PWGSC PPE 820

Informal Conflict Resolution for UCS Issues

Description: This personal information bank contains information on employees who filed requests for informal conflict resolution related to the implementation of the Universal Classification Standard (UCS). The information is collected from forms completed by the employees which contain the name of the employee, his/her personal record identifier, any special needs, the details of the employee's position as well as the reasons which led the employee to file a request for informal conflict resolution. Information is also collected from an Informal Conflict Resolution Report which provides information on the methods and results of the Informal Conflict Resolution process for each individual request. **Class of Individuals:** Employees working for the Department of Public Works and Government Services Canada. **Purpose:** To record information on requests for informal conflict resolution related to the implementation of the Universal Classification Standard, resources used to resolve each conflict and the result of the process in each case. **Retention and Disposal Standards:** Records are retained for three years following the date of resolution or date of decision, then destroyed. **RDA Number:** 98/005 **TBS Registration:** 005071 **Bank Number:** PWGSC PPE 840

Parking

Description: Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record Identifier (PRI) number, car, make and model and license plate number. **Class of Individuals:** Federal employees **Purpose:** The information is gathered from employees wishing to apply for PWGSC parking. **Consistent Uses:** Information is required to commence, end or amend parking payroll deductions. **Retention and Disposal Standards:** Retained for three years following the employee cancelling or relinquishing parking privileges and then destroyed. **RDA Number:** 79/008 **Contact:** Manager, Operations Support, Real Property Services Branch. **TBS Registration:** 003745 **Bank Number:** PWGSC PPE 810

Special Audit Investigation Records

Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.

Class of Individuals: Employees being investigated.

Purpose: This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.

Consistent Uses: Information in this bank may be shared with the RCMP. **Retention and Disposal**

Standards: Information is maintained for six years and then submitted to the National Archives of Canada. **RDA**

Number: 96/021 **TBS Registration:** 000714 **Bank**

Number: PWGSC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Discipline

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Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Internal Disclosure of Information Concerning Wrongdoing in the Workplace

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Quebec Port Authority

Chapter 126

The Quebec Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential

amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Royal Canadian Mint

Chapter 127

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM. **Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism

and produce various reports. **Retention and Disposal**

Standards: Records are destroyed two years after the expiry of the fiscal year. **RDA Number:** 2000/027 **TBS Registration:** 002266 **Bank Number:** RCM PPE 805

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. **Class of Individuals:** This information relates to Mint employees. **Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest

situations for employees of the Mint. **Consistent Uses:** To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts.

Retention and Disposal Standards: Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. **RDA Number:** 2000/027

TBS Registration: 003360 **Bank Number:** RCM PPE 802

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. **Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. **RDA Number:** 2000/027 **TBS Registration:** 002269 **Bank Number:** RCM PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. **Class of Individuals:** The information relates to employees of the RCM. **Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. **Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special

measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

RDA Number: 2000/027 **TBS Registration:** 003361

Bank Number: RCM PPE 803

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the RCM. **Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. **Retention and Disposal Standards:** Two years following date of resolution the records are destroyed. **RDA Number:** 2000/027 **TBS Registration:** 002268 **Bank Number:** RCM PPE 807

Labour Time Reporting (capturing) - Computerized Employee Master File

Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. **Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the payroll system and to maintain permanent employee data. **Retention and Disposal Standards:** The information is destroyed after six years. **RDA Number:** 2000/027 **TBS Registration:** 003362 **Bank Number:** RCM PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees.

Consistent Uses: The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **RDA Number:** 2000/027 **TBS Registration:** 002267 **Bank Number:** RCM PPE 806

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. **Retention and Disposal Standards:** This information forms part of a person's personnel records which is sent to National Archives of Canada two years after an employee has left the employ of the Mint. **RDA Number:** 2000/027 **TBS Registration:** 002270 **Bank Number:** RCM PPE 809

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing.

Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the RCM and job applicants who are members of the general public. **Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. **Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. **Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. **RDA Number:** 2000/027 **TBS Registration:** 002265 **Bank Number:** RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Travel and Relocation

Royal Canadian Mounted Police

Chapter 128

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security / reliability clearance certificates information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must

indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as auxiliary police. **Purpose:** Compiled in the employment process of applicants for auxiliary police. **Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and

Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records within this bank are retained for seven years from termination of employment, or two years from the date of the last correspondence, whichever is longer. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA**

Number: 2000/30 **Related to PR#:** CMP CMP 918

TBS Registration: 001021 **Bank Number:** CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program).

Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. **Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP. **Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act. **Consistent**

Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants'/Cadets' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries

and General Assistance); CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank may be maintained in hard copy files as well as automated format such as HRMIS (Human Resources Management Information System). Records are retained for a minimum of three calendar years after the date of last correspondence. **RDA Number:** 86/001 **TBS Registration:** 002103 **Bank Number:** CMP PPE 818

Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs. **Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities.

Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a

determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. **Consistent Uses:** Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (R-DHSP) to assess members' suitability to perform various duties, including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the R-DHSP or the NHSPC exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP HRMIS, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 922 **TBS Registration:** 001020 **Bank Number:** CMP PPE 808

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have

worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security/reliability clearance certificates, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees. **Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained by the unit being served during employment and are returned to the municipality two years after termination of service. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001023 **Bank Number:** CMP PPE 811

Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as temporary civilian employees. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security/reliability clearance certificates, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as temporary civilian employees. **Purpose:** Compiled in the employment process of applicants for temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records.

Consistent Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 80 years or two years after the individual's death. **RD Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001022 **Bank Number:** CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service firearm registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. **Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. **Purpose:** This information is used for the internal administration of the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay and Allowance Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the

control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RD Number: 78/001 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001019 **Bank Number:** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code Records

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. **Class of Individuals:** All members of the RCMP. **Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. **Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants'/Cadets' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Promotion Board Proceedings Records, CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline, CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance; CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records held in division are destroyed when the member is transferred out of the division. Records held at National Headquarters are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed. **RD Number:** 86/001 **TBS Registration:** 002102 **Bank Number:** CMP PPE 815

RCMP Member Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline files can contain the following: service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken; cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records

relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct; compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Performance Review and Appraisal Records or CMP PPE 802 — RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

Class of Individuals: Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. **Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records); and CMP PPE 818 — (Employment Equity Program); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National

Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RD Number:** 2000/30 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001017 **Bank Number:** CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. **Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. **Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances.

This information may be matched with the following information banks: CMP PPU 070 — (Applicants'/Cadets' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 — (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RD Number:** 2000/30 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001016 **Bank Number:** CMP PPE 804

RCMP Member Performance Review and Appraisal Records

Description: Information in this bank provides an overview of the member's work performance. The file contains such material as personal interview reports and

appraisal reports, guidance and advice, commendations, awards, notification of shortcomings and related documents, copies of training applications, examination results and records of payment when identified in PERR. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** The bank is used to make decisions on training, transfer, promotion, demotion, employee assistance, postings and termination of employee. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 — (Applicants'/cadets Records); CMP PPU 090 — (Honours and Awards); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Promotion Board Proceedings) Records; CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001013 **Bank Number:** CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, outstanding debts, compassionate

transfers, language results, linguistic profiles, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official languages Information System (OLIS), the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. **Consistent Uses:** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 — (Applicants'/Cadets' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 803 — (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years.

Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001014 **Bank Number:** CMP PPE 802

RCMP Member Promotion Board Proceedings Records

Description: This bank contains career resumes, performance indicators, recommendations of Selection Committee or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Development Process Interview Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank".

Class of Individuals: Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for promotional transfers by the Selection Committee or who have appeared before Officer Candidate Development Process Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. **Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants'/Cadets' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 — (RCMP Member's Pay and Allowance Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information

may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001015 **Bank Number:** CMP PPE 803

RCMP Member's Pay and Allowance Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS). **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. **Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. Information from this bank is provided to the contracted company for the purpose of pension and insurance administration. This information is afforded the necessary protection as required by the RCMP and is included in the terms of the contract. **Consistent Uses:** This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Performance Review and Appraisal Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal

years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
RDA Number: 78/001 **Related to PR#:** CMP CMP 925
TBS Registration: 001018 **Bank Number:** CMP PPE 806

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Note: The Sahtu Land & Water Board is subject to the Privacy and Access to Information Acts.

Sahtu Land Use Planning Board

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Note: The Sahtu Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Saint John Port Authority

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Seaway International Bridge Corporation, Ltd.

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Bridge Passes

Description: This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. **Class of Individuals:** Employees. **Purpose:** The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued.

Retention and Disposal Standards: Five years after cancellation or non-renewal. **RDA Number:** 85-001 **TBS Registration:** 000641 **Bank Number:** SIBC PPE 801

Sun-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters.

Class of Individuals: Employees of the institution.

Purpose: Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances.

Consistent Uses: See "Purpose" above. **Retention and Disposal Standards:** Two years. **RDA Number:** TBD **TBS Registration:** 002830 **Bank Number:** SIBC PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to

maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 000663 **Bank Number:** SIBC PPE 802

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. **Class of Individuals:** Employees of the institution. **Purpose:** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **RDA Number:** TBD **TBS Registration:** 002828 **Bank Number:** SIBC PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction. **Consistent Uses:** The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. **Retention and Disposal Standards:** Seven

years. **RDA Number:** TBD **TBS Registration:** 002831 **Bank Number:** SIBC PPE 807

Taxation Records

Description: The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada requirements. **Consistent Uses:** To determine individual Income and Taxes. **Retention and Disposal Standards:** Six years. **RDA Number:** TBD **TBS Registration:** 002832 **Bank Number:** SIBC PPE 808

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Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the Committee. **Purpose:** The

purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts.

Consistent Uses: The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract.

Retention and Disposal Standards: Files have been retained since the establishment of the Committee in 1984. **TBS Registration:** 003017 **Bank Number:** SIR PPE 803

Sept-Îles Port Authority

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Note: The Sept-Îles Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Social Sciences and Humanities Research Council of Canada

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Standards Council of Canada

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Attendance and Leave

Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. **Class of**

Individuals: Standards Council of Canada employees.

Purpose: Information is obtained for the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. **Retention and**

Disposal Standards: The records are destroyed two years after expiry of fiscal year. **RDA Number:** 98/005

Related to PR#: SDC AFB 903 **TBS Registration:**

003025 **Bank Number:** SDC PPE 802

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. **Class of**

Individuals: Employees of SCC. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest. **Retention and**

Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** 98/005 **Related to PR#:** SCC AFB 903 **TBS Registration:** 003209 **Bank Number:** SDC PPE 805

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and

development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for

disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 98/005 **TBS Registration:** 003027 **Bank Number:** SDC PPE 804

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks. **Class of Individuals:** Successful candidates who have applied for work within the institution, by way of appointment. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on hiring and termination of employment. **Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution. **RDA Number:** 98/005 **Related to PR#:** SDC AFB 903 **TBS Registration:** 003026 **Bank Number:** SDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. **Class of Individuals:** Employees of the Institution. **Purpose:** To provide documentation for the administration of training and development programs. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 85-001 **Related to PR#:** SCC AFB 903 **TBS Registration:** 003024 **Bank Number:** SDC PPE 801

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Deemed Employees

Description: This bank contains signed copies of contracts or memoranda of agreement; signed oaths or affirmation of secrecy; signed copies of the Acknowledgment related to the Oath of Secrecy and the Conflict of Interest and Post-Employment Code; the name of the Division, the name of the individual and the date that the oath or contract was signed. **Class of Individuals:** Persons who have had research projects approved through the Research Proposal Review Committee for research projects to be undertaken in a Research Data Centre or through a similar peer review process for research projects undertaken at Headquarters or in a Regional Office. **Purpose:** To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires access to sensitive statistical information. **Consistent Uses:** There are no other uses for this information. **Retention and Disposal Standards:** Records are retained for two years after their last

administrative use. **RDA Number:** 99/004 **TBS Registration:** 005102 **Bank Number:** STC PPE 810

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. **Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. **Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered

by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. **Consistent Uses:** There are currently no other uses for this data bank.

Retention and Disposal Standards: Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. **RDA Number:** 98/001 **Related to PR#:** STC DAC 615 **TBS Registration:** 001603 **Bank Number:** STC PPE 802

Human Resources Inventory - Corporate Assignment - Employee

Description: This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy. **Class of Individuals:** Statistics Canada Employees. **Purpose:** To establish and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics Canada or external in another federal government department. **Consistent Uses:** Conduct searches for qualified departmental candidates for identified assignments. Information is shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved. **Retention and Disposal Standards:** Records are kept for a period of 3 years. **RDA Number:** 98/005 **TBS Registration:** 005103 **Bank Number:** STC PPE 815

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Status of Women Canada

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Departmental Credit Card Holder Master File

Description: This bank contains information relating to employees of Status of Women Canada who are custodians of a government acquisition card (e.g. Mastercard, Visa, etc) including the following: credit card number, cardholder's name, expiration date, credit limit. **Class of Individuals:** Authorized employees of Status of Women Canada. **Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department. **Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. **Retention and Disposal Standards:** Records are retained for six fiscal years. This is in accordance with the National Archives' Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 4, Comptrollership

Function. **RDA Number:** 99/004 **TBS Registration:** 005274 **Bank Number:** SWC PPE 805

Long-Term Service Awards

Description: This bank contains such records as: name, service entry dates and award distribution. **Class of Individuals:** Employees of Status of Women Canada. **Purpose:** The Long-Term Service Award is the means by which Status of Women Canada acknowledges its employees' service achievements. **Consistent Uses:** To provide commemorating gifts after the appropriate number of years of service. **Retention and Disposal Standards:** Operational files are retained for a minimum of two years after the last administrative use then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. This is in accordance with the National Archives Multi-Institutional Disposition Authority on common administrative records of the Government of Canada, Part

5, Human Resources Management Function. **RDA Number:** 98/005 **TBS Registration:** 005276 **Bank Number:** SWC PPE 810

Managerial and Confidential Exclusions

Description: This bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in this bank apply to Status of Women Canada employees excluded from collective bargaining for managerial or confidential reasons.

Purpose: The purpose of this bank is to record data on employees excluded from collective bargaining. **Consistent Uses:** Used for compensation purposes and also in the event of strike actions. **Retention and Disposal Standards:** Records are retained for two years after the information has been superseded or becomes obsolete. This is in accordance with the National Archives Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 5, Human Resources Management Function. **RDA Number:** 98/005 **TBS Registration:** 005277 **Bank Number:** SWC PPE 815

Salary Management System
Description: This bank contains personal information for each employee of Status of Women Canada including the following: first and last name, occupational category and level, annual salary, employment anniversary date, and financial coding. **Class of Individuals:** Employees of Status of Women Canada which includes full-time, term, part-time, casual, students, secondments in and secondments out. **Purpose:** The Salary Management System is the department's financial record keeping system for salary management. **Consistent Uses:** It is a forecasting tool to assist managers in administering their salary and full-time equivalent resources for the current fiscal year. **Retention and Disposal Standards:**

Records are retained for six fiscal years then disposed of in accordance with the National Archives Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 4, Comptrollership Function. **RDA Number:** 99/004 **TBS Registration:** 005278 **Bank Number:** SWC PPE 820

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Particular Banks

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, groups, levels, titles, salaries and bonuses; superannuation and insurance, including names of beneficiaries and certificates; termination of employment and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the Corporation. **Purpose:**

To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **RDA Number:** 98/005 **TBS Registration:** 000308 **Bank Number:** CFD PPE 801

Standard Banks

Please see the INTRODUCTION to this document for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code
Employment Equity Program
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Training and Development
Travel and Relocation

Thunder Bay Port Authority

Chapter 144

Note: The Thunder Bay Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Toronto Port Authority

Chapter 145

Particular Banks

Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes pass applications. **Consistent Uses:** The information in this bank would be used in the event of a breach of security. **Retention and Disposal Standards:** Applications are retained for five years after the expiry of the pass and then transferred to the National Archives. **RDA Number:** 99/009; see also Transport Canada TP 111 disposition guide. **TBS Registration:** 004370 **Bank Number:** TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. **Class of Individuals:** TCCA employees and airport tenants. **Purpose:** This bank processes AVOP applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport. **Retention and Disposal Standards:** Applications are retained for five years after the expiry of the pass and then transferred to the National Archives. **RDA Number:** 99/009; see also Transport Canada TP 111 disposition guide. **TBS Registration:** 004371 **Bank Number:** TPA PPU 020.

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs. **Class of Individuals:** TPA staff, airport tenants, frequent flyers. **Purpose:** This bank processes employee ferry pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives. **RDA Number:** 99/009; see also Transport Canada TP 111 disposition guide. **TBS Registration:** 004372 **Bank Number:** TPA PPU 025.

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the

Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants.

Purpose: This bank processes ferry vehicle pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives. **RDA Number:** 99/009; see also Transport Canada TP 111 disposition guide. **TBS Registration:** 004373 **Bank Number:** TPA PPU 030.

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes parking pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot. **Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives. **RDA Number:** 99/009; see also Transport Canada TP 111 disposition guide. **TBS Registration:** 004374 **Bank Number:** TPA PPU 035.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Staffing
Training and Development
Travel and Relocation

Transportation Safety Board of Canada

Chapter 146

Particular Banks

Employee Profiles

Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. **Class of Individuals:** Current indeterminate and new employees. **Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. **Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are numerous regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. **Retention and Disposal Standards:** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. **RDA Number:** 98/005 **TBS Registration:** 002982 **Bank Number:** TSB PPE 805

Gerry Saull Trophy

Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. **Class of Individuals:** TSB employees. **Purpose:** To identify employees who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish

precedents for this award. **Retention and Disposal Standards:** Records are kept for six years and then transferred to National Archives. **RDA Number:** 98/005 **TBS Registration:** 002983 **Bank Number:** TSB PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation

Transport Canada

Chapter 147

Particular Banks

Awards Program

Description: The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support of

meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Employees of the Department who have been nominated for awards under the TC's Awards Program. **Purpose:** To identify individuals who have been nominated for awards under

the TC's Awards Program. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002306 **Bank Number:** DOT PPE 808

Transport Integrated Personnel System (TIPS)

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations. **Class of Individuals:** Transport Canada employees. **Purpose:** The information is used as a management tool to support personnel functions such as human resources planning and employment equity; to produce management reports such as official languages, employment equity, overview of employee age/service, possible retirement projections, as well as to interface with central agencies. **Retention and Disposal Standards:** Data is maintained, archived or destroyed after two years. **RDA Number:** 86-001 **TBS Registration:** 001073 **Bank Number:** DOT PPE 801

Identification/Access Control System

Description: This bank contains personal information such as name, date of birth, height hair and eye colour, signature and photo. **Class of Individuals:** Individuals employed directly or indirectly by Transport Canada. **Purpose:** The bank is used to establish and confirm an employee's identity. **Consistent Uses:** To provide Transport Canada employees with official identification and controlled access to certain Transport Canada facilities, and to complement and enhance the existing security infrastructure. **Retention and Disposal Standards:** Personal information is deleted upon an

employee's departure from the Department. The access/identification card, which is generated by the system for indeterminate employees is retained for a period of two years after an employee's departure from the Department. **RDA Number:** TBD **TBS Registration:** 004477 **Bank Number:** DOT PPE 825

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Electronic Network Monitoring Logs
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Recognition Policy
Personnel Security Screening (Reliability Screening/Security Clearance)
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Treasury Board of Canada Secretariat

Chapter 148

Central Banks

Access to Information and Privacy (ATIP) Community Awards for Excellence

Description: The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitae, narratives of support of meritorious contributions related to nominees duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria. **Class of Individuals:** All past and present employees of the ATIP Community or other individuals who have been

nominated for awards under the ATIP Community Awards for Excellence initiative. **Purpose:** The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence. **Consistent Uses:** The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process. **Retention and Disposal Standards:** Nomination records will be maintained for a minimum of 5 years after the award selection decision, award recipient records (including the recipient's nomination records) will be maintained for a minimum of 10 years after the award selection decision. **TBS Registration:** 005082 **Bank Number:** TBS PCE 741

Adjudication – Section 92 (PSSRA) References

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. **Consistent Uses:** The information in this bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 440 **TBS Registration:** 001958 **Bank Number:** TBS PCE 708

Adjudication – Section 98 and 99 (PSSRA) References

Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. **Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. **Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. **Consistent Uses:** It is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 440 **TBS Registration:** 001959 **Bank Number:** TBS PCE 709

Assistant Deputy Minister Business Support System:

Description: This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, and may include tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results. **Class of Individuals:** Assistant Deputy Ministers and interchange participants. **Purpose:** The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population. **Consistent Uses:** This bank is used to support the collective management of ADM's. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004391 **Bank Number:** LN PCE 720

Assistant Deputy Minister Resourcing – Closed Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer,

letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

Class of Individuals: Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission.

Purpose: This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004381 **Bank Number:** LN PCE 710

Assistant Deputy Minister Resourcing – Deployment from Pool

Description: This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for positions. Individuals seeking access to this information are requested to give the deployment action.

Class of Individuals: Public servants. **Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004469 **Bank Number:** LN PCE 725

Assistant Deputy Minister Resourcing – Open Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

Class of Individuals: Public servants and non public servants. **Purpose:** This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provided information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004390 **Bank Number:** LN PCE 715

Assistant Deputy Minister Resourcing – Without Competition

Description: This bank may contain security clearance ratings, language examination results, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without competition number). **Class of Individuals:** Public servants.

Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004470 **Bank Number:** LN PCE 730

Assistant Deputy Minister and Successful PQP Personal Files

Description: This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants. **Class of Individuals:** Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister level as well as persons seeking participation and participating on Interchange Canada or International Assignments.

Purpose: The purpose is to support the collective management system. **Consistent Uses:** The bank is used to support the career of ADM's. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004387 **Bank Number:** LN PCE 700

EX-04 To EX-05 Promotion Process

Description: This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). **Class of Individuals:** Public servants. **Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004388 **Bank Number:** LN PCE 705

Certification

Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. **Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. **Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations. **Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 445 **TBS Registration:** 001960 **Bank Number:** TBS PCE 710

Classification Grievances Tracking System

Description: This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and deliberations. The system is linked with the Position and Classification Information System (PCIS). **Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. **Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated.

Consistent Uses: The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 415 **TBS Registration:** 001134 **Bank Number:** TBS PCE 707

Classification Standards Review System

Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

Class of Individuals: Individuals occupying positions within the occupational groups under review. **Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. **Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. **Retention and Disposal Standards:** Computer-Based Data - The records are non-historical and can be destroyed whenever the operational needs are met; Textual and Electronic Records - there are no textual or electronic records. **RDA Number:** 93/031 **TBS Registration:** 005049 **Bank Number:** TBS PCE 733

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants and may include names of complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. **Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. **Consistent Uses:** Information in the bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 470 **TBS Registration:** 001961 **Bank Number:** TBS PCE 711

Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))

Description: This bank may contain information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for

human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Self-identification information is collected under the authorities and obligations described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Treasury Board maintains personnel information systems on public service employees. This bank is the primary source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests. **Retention and Disposal Standards:** Computer-Based Data: fiscal year master files are transferred yearly to the National Archives of Canada. Textual and Electronic Records: records are retained for 10 years and then destroyed. **RDA Number:** 93/031 and 94/004 **TBS Registration:** 003560 **Bank Number:** TBS PCE 706

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. It may contain names of employees. **Class of Individuals:** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of

time to present their grievances. **Purpose:** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances. **Consistent Uses:** The information in this bank is used for reference and to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 440, 470 **TBS Registration:** 001744 **Bank Number:** TBS PCE 721

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service

Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Computer-Based Data: retained for 25 years and then destroyed. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 to PR#: TBS SRB 510 **TBS Registration:** 002321 **Bank Number:** TBS PCE 716

Exclusion System (EXCL)

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. **Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005051 **Bank Number:** TBS PCE 714

Executive Group Classification Information System

Description: This bank contains classification information on individual Executive Group positions in the Public Service. **Class of Individuals:** All current federal

employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. **Consistent Uses:** Also used for research and statistical purposes. **Retention and Disposal Standards:** Computer-Based Data: transferred yearly to the National Archives of Canada. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 **TBS Registration:** 005053 **Bank Number:** TBS PCE 736

Extra Duty Reporting System

Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on Negotiations are retained for 10 years and transferred to the National Archives of Canada. **RDA**

Number: 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005054 **Bank Number:** TBS PCE 717

Grievances

Description: The bank contains information on grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors. **Class of Individuals:** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. **Consistent Uses:** The information in the bank is also used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 470 **TBS Registration:** 005055 **Bank Number:** TBS PCE 712

Incentive Awards

Description: The bank may contain information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** All employees of the public service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Computer-Based Data: two years. Textual and Electronic records: most of the files are retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS APB 110 **TBS Registration:** 005056 **Bank Number:** TBS PCE 702

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel

management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: transferred to the National Archives of Canada on a yearly basis for permanent retention. Textual and Electronic Records: records are retained for 10 years and are generally transferred to the National Archives of Canada. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 002316 **Bank Number:** TBS PCE 723

Language Training Module (LTM)

Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide

Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCF 703 — and the LTM of the Treasury Board Secretariat. **Class of Individuals:** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. **Consistent Uses:** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical. Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: the general file is retained for 10 years and transferred to the National Archives of Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated. **RDA Number:** 94/004 **TBS Registration:** 005057 **Bank Number:** TBS PCE 704

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy

requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005058 **Bank Number:** TBS PCE 718

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for

consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005059 **Bank Number:** TBS PCE 720

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave

Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Computer-Based Data: data is transferred yearly to the National Archives of Canada Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005060 **Bank Number:** TBS PCE 724

National Joint Council Grievances

Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the grievor, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the grievor. **Class of Individuals:** Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. **Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

Consistent Uses: Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

Retention and Disposal Standards: Records are retained for 10 years and then transferred to the National Archives of Canada for permanent retention. **RDA Number:** 94/011 **Related to PR#:** TBS PPB 450 **TBS Registration:** 002569 **Bank Number:** TBS PCE 735

Official Languages Information System (OLIS II)

Description: OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual

basis. **Class of Individuals:** All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months. **Purpose:** Pursuant to the 1988 Official Languages Act, the President of the Treasury Board must submit an annual report to Parliament on the status of the Official Languages Program. **Retention and Disposal Standards:** Computer-Based Data: records are transferred yearly to the National Archives of Canada Textual and Electronic Records: retention to be determined. **RDA Number:** 94/004 **TBS Registration:** 005061 **Bank Number:** TBS PCE 703

Point of Contact (Assignment Service)

Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. **Class of Individuals:** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment. **Purpose:** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. **Consistent Uses:** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning. **Retention and Disposal Standards:** to be determined. **TBS Registration:** 002870 **Bank Number:** TBS PCE 740

Position Classification Information System (PCIS)

Description: This bank contains individual federal employee data relating to position classification matters and may include position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS). **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel

policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to the National Archives of Canada. The data for OLIS and for the "Position Information Collection System (PICS) was transferred to the National Archives of Canada until 1995 when it became part of the PCIS. Textual and Electronic Records: there are no textual or electronic records for OLIS and PCIS. The textual records for PICS are retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 **Related to PR#:** TBS SRB 510 **TBS Registration:** 002318 **Bank Number:** TBS PCE 725

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. **Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. **Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes. **Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems:

Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 380 **TBS Registration:** 005062 **Bank Number:** TBS PCE 729

Relocation Policy Exceptions – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. **Class of Individuals:** Any individuals whose relocation costs are partially or completely paid by the government. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. **Consistent Uses:** Information is used for research in policy development, and in considering other requests for relocation policy exceptions. **Retention and Disposal Standards:** Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 360 **TBS Registration:** 005063 **Bank Number:** TBS PCE 727

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. **Class of Individuals:** Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by

Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal**

Standards: Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. **RDA Number:** 93/031 **TBS Registration:** 005064 **Bank Number:** TBS PCE 734

Submissions to Treasury Board

Description: This bank may contain personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Class of Individuals:** This information related to employees of the public service and, in pension cases, their dependants and survivors. **Purpose:** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Retention and Disposal Standards:** Retention and Disposal Standards being finalized. Note: The information collected in this bank will be transferred to the Executive Group Classification Information System. **RDA Number:** 97/028 **TBS Registration:** 003562 **Bank Number:** TBS PCE 701

Travel Policy Exception – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel policy exceptions. **Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy. **Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. **Retention and Disposal Standards:** Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 91/009 **Related to PR#:** TBS PPB 360 **TBS Registration:** 002570 **Bank Number:** TSB PCE 726

Workforce Adjustment Monitoring (WFAM) System

Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). **Class of Individuals:** All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10), or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus period. **Purpose:** This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy. **Consistent Uses:** The WFAM system has been developed for the related policy groups in the Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retention to be determined. **RDA Number:** 93/031 **TBS Registration:** 005065 **Bank Number:** TBS PCE 732

Particular Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera. **Class of Individuals:** Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis. **Purpose:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. **Consistent Uses:** For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical

analysis or for incident investigation, and issuance of identification and access control cards. **Retention and Disposal Standards:** Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI. **TBS Registration:** 005083 **Bank Number:** TBS PPE 815

Awards of Excellence

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. **Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. **Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. **Retention and Disposal Standards:** The general file is retained for 10 years and transferred to the National Archives of Canada. The remaining files on Artwork, Financial considerations, Nominations, Presentations and Communications are retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS SEC 021 **TBS Registration:** 005066 **Bank Number:** TBS PPE 802

Complaints – Canadian Human Rights Commission

Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent Uses are to provide specific and general documentation for research purposes. **Class of Individuals:** This information relates to individuals who have lodged a CHRC complaint against Treasury Board. **Purpose:** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. **Consistent Uses:** Consistent Uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** Human Rights complaints in general are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) need

to be determined. Complaints related to pensions are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Public Service Health Care Plan (PSHCP) need to be determined. Complaints related to official languages equitable participation are retained for 10 years and then sent to the National Archives of Canada. Complaints related to pay for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined. **RDA Number:** 93/031, 94/004 and 94/011 **TBS Registration:** 005050 **Bank Number:** TBS PPE 803

Departmental Assignments Program (DAP)

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. **Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. **Retention and Disposal Standards:** to be determined. **Related to PR#:** PSC PCE 762 **TBS Registration:** 005067 **Bank Number:** TBS PPE 805

Employee Personnel Record

Description: The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and post-employment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks. **Class of Individuals:** Employees of the institution. **Purpose:** Information provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both

the individual and the employer. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: Yet to be determined. **TBS Registration:** 004392 **Bank Number:** LN PPE 800

Federal Public Service Job Accommodation Network for Employees with Disabilities

Description: Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information. **Class of Individuals:** Federal Public Servants with disabilities, managers, supervisors, EE Coordinators. **Purpose:** Information on the assistance given to or required by employees with disabilities in the federal public service. **Consistent Uses:** Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this purpose. **Retention and Disposal Standards:** to be determined. **TBS Registration:** 005081 **Bank Number:** TBS PPE 810

Harassment Complaints

Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. **Consistent Uses:** are to provide specific and general documentation for research purposes. **Class of Individuals:** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints.

Purpose: The purpose of this bank is to record information necessary for responding to letters of harassment complaints. **Consistent Uses:** Consistent Uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and transferred to the National Archives of Canada. **RDA**

Number: 93/031 **Related to PR#:** TBS PPB 340 **TBS Registration:** 003582 **Bank Number:** TBS PPE 804

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments.

Class of Individuals: Employees of the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 85/001 **Related to PR#:** TBS PPB 080, 090 **TBS Registration:** 001135 **Bank Number:** TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Recognition Policy
Reliability Checks
Security Clearances
Staffing
Training and Development

Trois-Rivières Port Authority

Chapter 149

Note: The Trois-Rivières Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Vancouver Port Authority

Chapter 150

Particular Banks

Garnishment

Description: This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. **Class of Individuals:** Authority employees.

Purpose: The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation. **Retention and Disposal Standards:** The records are retained for five years after administrative action is completed then destroyed. **TBS Registration:** 004279 **Bank Number:** VPA PPE 801

Human Resources Information System (HRIS)

Description: Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences. **Class of Individuals:** Authority employees.

Purpose: The purpose of this system is to produce reports to department heads in order to facilitate their personnel decision making. **Retention and Disposal Standards:** Computerized records are updated as required. **TBS Registration:** 004280 **Bank Number:** VPA PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Veterans Affairs Canada

Chapter 151

Central Banks

Employee Medical Records at Ste. Anne's Hospital

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and

assessments, laboratory tests and reports, x-rays, and treatment and counseling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's

Hospital. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counseling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/ entitlements.

Consistent Uses: Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada. **Retention and**

Disposal Standards: Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved in accordance with the regulations governing medical documents. **Related to PR#:** VAC MVA 025 **TBS Registration:** 003645 **Bank Number:** VAC PCE 705

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personnel Security Screening (Reliability Screening/Security Clearance)
Recognition Policy
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 152

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Windsor Port Authority

Chapter 153

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Travel and Relocation

Yukon Surface Rights Board

Chapter 154

Note: The Yukon Surface Rights Board Act c.43 was assented on December 15, 1994. The Yukon Surface Rights Board is subject to Schedule 1 of the Access to Information Act and the Schedule of the Privacy Act.

Tribunal canadien des droits de la personne

Chapitre 152

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

artistes-producteurs

Chapitre 153

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification laissez-passer

Contrôle de sécurité du personnel (vérification de la

fiabilité/autorisation de sécurité)

Dotation

Évaluation du rendement

Présences et congés

Rémunération et avantages

Voyages et réinstallations

Note : Les renseignements concernant la dotation et la rémunération et avantages sont également détenus par le ministère du Patrimoine canadien.

Tribunal canadien du commerce extérieur

Chapitre 154

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aides aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Stationnement
Description : L'information retenue dans le fichier de renseignements personnels comprend ; le nom de l'employé, son adresse, numéro de téléphone, numéro de (CIPD) véhicule, marque et modèle et le numéro d'immatriculation. **Catégorie de personnes :** Les employés du gouvernement fédéral. **But :** L'information est obtenue des employés qui font une demande de stationnement pour les espaces accordés à TPSCG. **Usages compatibles :** Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire. **Normes de conservation et de destruction :** Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement et ensuite détruit. Communiquer avec : Gérante, opérations et support, Direction générale des services immobiliers. **No. ADD :** 79/0008 **Enregistrement (SCT) :** 003745 **Numéro de fichier :** TPSCG PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Divulgateion interne d'information concernant les actes fautifs au travail
Dossier personnel d'un employé
Dotaton
Évaluation du rendement
Formation et perfectionnement
Garderie en milieu de travail
Griefs
Harèlement
Journaux de contrôle des réseaux électroniques
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

publics et Services gouvernementaux Canada qui ont envoyé une déclaration d'intérêt. **Usages compatibles :** Ces renseignements sont partiellement utilisés par le Sous-ministre et les employés du Groupe de la mise en oeuvre des initiatives ministérielles de TPSCG. **Normes de conservation et de destruction :** Cette information sera retenue pour la durée de la politique gouvernementale sur la prise en charge des services de l'Etat par les fonctionnaires, le minimum est deux ans et après envoyée aux Archives nationales du Canada. **No. ADD :** 96/021 **Renvoi au dossier # :** TPSCG IM 005 **Enregistrement (SCT) :** 004013 **Numéro de fichier :** TPSCG PPE 820

Nominations – Sociétés d'Etat
Description : Cette banque contient les noms, titres, affectations et dates d'expiration des affectations des membres des conseils d'administration des Sociétés d'Etat qui font partie du portefeuille du ministre. **Catégorie de personnes :** Membres du conseil d'administrations des Sociétés d'Etat. **But :** Ces renseignements sont utilisés par le ministre et le sous-ministre à nommer des membres des conseils. **Usages compatibles :** Cette information est principalement utilisée par le Ministre et le Sous-ministre pour nommer les membres du comité. **Normes de conservation et de destruction :** Cette information sera retenue pour deux ans après le départ d'un membre du Conseil d'administration et après envoyée aux Archives nationales du Canada. **No. ADD :** 96/021 et 96/022 **Renvoi au dossier # :** TPSCG IM 005 **Enregistrement (SCT) :** 004014 **Numéro de fichier :** TPSCG PPE 825

Processus informel de Résolution de conflits liés à la
NGC
Description : Ce fichier de renseignements personnels contient des renseignements sur tout employé ayant formulé une demande de processus de résolution de conflits liés à la mise en oeuvre de la Norme Générale de conflits. Les renseignements sont recueillis à partir de formulaires remplis par les employés qui consiste du nom de l'employé, son code d'identification personnel, ses besoins spéciaux, les détails de son poste ainsi que les raisons ayant amené l'employé à demander le processus informel de résolution de conflits. Les renseignements sont aussi recueillis à partir d'un Rapport sur le processus informel de résolution de conflits, qui contient des renseignements sur les méthodes et résultats du processus relatif à chaque demande. **Catégorie de personnes :** Les employés du Ministère des Travaux publics et Services gouvernementaux du Canada. **But :** Consigner les renseignements sur les demandes de processus informel de résolution de conflits liées à la mise en oeuvre de la Norme Générale de Classification (NGC), les ressources utilisées pour résoudre chaque conflit ainsi que les résultats obtenus dans chaque cas. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de trois ans suivant la date de résolution ou date de décision et sont ensuite détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 005071 **Numéro de fichier :** TPSCG PPE 840

l'employé a atteint 80 ans ou un an après le décès de ce dernier. **No. ADD :** 98/005 **Renvoi au dossier # :** ASC DOR 090 **Enregistrement (SCT) :** 002596 **Numéro de fiche :** TPSCG PCE 705

Fichiers particuliers

Dossiers d'enquêtes sur les vérifications spéciales
Description : Ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés/individus dont les activités ont été mises en question. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle. **Usages compatibles :** L'information contenue dans ce fichier est quelque fois transmise à Gendarmerie royale du Canada. **Normes de conservation et de destruction :** L'information est conservée pendant une période de six ans et après envoi aux Archives nationale du Canada. **No. ADD :** 96/021 **Enregistrement (SCT) :** 000714 **Numéro de fiche :** TPSCG PPE 815

Évaluation des profils de compétences
Description : Dans ce fichier, les évaluations font fonction des connaissances et des habiletés (compétences organisationnelles) qui sont valorisées par les secteurs du Ministère. On dresse une liste de ces connaissances et habiletés vis-à-vis les cours de formation et de perfectionnement appropriés et on les associe aux besoins de chaque employé à l'égard de son poste actuel et de ses aspirations professionnelles. Ces données servent ensuite à préparer les plans d'apprentissage de chaque employé. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier sert à conserver et à repérer l'information sur les besoins en formation des employés afin de formuler leur plan d'apprentissage annuel. **Usages compatibles :** Étayer les décisions prises entre l'employé et son superviseur au sujet des activités de formation et de perfectionnement, en ce qui touche les priorités de formation, l'attribution du temps de formation et les coûts de formation. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans suivant la dernière activité administrative et ensuite détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 004243 **Numéro de fiche :** TPSCG PPE 835

Initiative de la prise en charge des services de l'État par les fonctionnaires
Description : Cette banque contient de l'information personnel confidentiel sur les employés qui ont soumis au Sous-ministre de Travaux publics et Services gouvernementaux Canada, une déclaration d'intérêt pour faire une proposition de la prise en charge des services de l'État. Cette banque contient les noms, adresses, lieu de travail de ces employés et les réponses à leur déclarations d'intérêt. Il y a aussi de la correspondance créée pour répondre aux demandes d'information. **Catégorie de personnes :** Employés de Travaux publics et Services gouvernementaux Canada. **But :** Ce fichier existe pour maintenir un inventaire d'employés de Travaux

tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. **Normes de conservation et de destruction :** Les documents sont détruits un an après le décès de l'employé. **No. ADD :** 98/005 **Enregistrement (SCT) :** 001375 **Numéro de fiche :** TPSCG PCE 703

Régistre des logements de la Couronne
Description : Ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargée, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de services et les autres renseignements ils l'occupation d'un logement. **Catégorie de personnes :** Employés de l'administration fédérale. **But :** Ce fichier a pour but de consigner des renseignements qui servent administrer les logements fédéraux. **Normes de conservation et de destruction :** L'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers puis ils seront détruits. **No. ADD :** 79/008 **Renvoi au dossier # :** TPC TPC 040 **Enregistrement (SCT) :** 000713 **Numéro de fiche :** TPSCG PCE 701

Systèmes de traitement de la paye de la fonction publique
Description : Ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personnel et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arret et au détournement des fonds. **Catégorie de personnes :** Employés de la fonction publique fédérale. **But :** Ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance emploi. **Usages compatibles :** Ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements reçus par les systèmes connexes. **Normes de conservation et de destruction :** Les documents sont détruits dès que

données sont maintenues, archivées ou détruites après deux ans. No. ADD : 86-001 Enregistrement (SCT) : 001073 Numéro de fichier : MTC PPE 801	
Fichiers ordinaires	
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
Accidents d'automobile, de bateau, d'embarcation et d'avion	Aide aux employés
Cartes d'identification et laissez-passer	Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)	Voyages et réinstallations
	Stationnement
	Sécurité et santé au travail
	Rémunération et avantages
	Programme d'équité en matière d'emploi
	Présences et congés
	Politique de reconnaissance
	Mesures disciplinaires
	Langues officielles
	Journaux de contrôle des réseaux électroniques
	Harèlement
	Griets
	Evaluation du rendement
	Dossier personnel d'un employé

Travaux publics et Services gouvernementaux Canada

Chapitre 151

Fichiers centraux

Banque de données sur les pensions de la fonction publique		
Description : Cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants. Catégorie de personnes : Les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions. But : Ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations	Cartes de demande d'assurance	
	Description : Ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. Catégorie de personnes : Employés de la fonction publique et pensionnés qui participent aux divers régimes. But : Ce fichier contient	Cartes de demande d'assurance
	Description : L'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à la vérification des prestations de pension en employes, à la vérification des prestations de pension en service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada – N – NHW PPU 155, et la mise en œuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. Normes de conservation et de destruction : Les documents sont détruits deux ans après que toutes les mesures aient été prises. Les bandes de traitement sont réutilisées un an. No. ADD : 98/005 Enregistrement (SCT) : 001374 Numéro de fichier : TPGC PCE 702	Cartes de demande d'assurance
	Description : Ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. Catégorie de personnes : Employés de la fonction publique et pensionnés qui participent aux divers régimes. But : Ce fichier contient	Cartes de demande d'assurance

Transports Canada

Chapitre 150

Fichiers particuliers

Programme carte d'accès/identité

Description : Ce fichier contient des renseignements personnels, notamment le nom, la date de naissance, la taille, la couleur des cheveux et des yeux de l'employé ainsi que sa signature et sa photo. **Catégorie de personnes :** Les personnes qu'emploie directement ou indirectement Transports Canada. **But :** Le fichier sert à établir et à confirmer l'identité d'un employé. **Usages compatibles :** Fournir aux employés du Ministère un mécanisme formel d'identification et un accès contrôlé à certaines installations de Transports Canada ; compléter et rehausser l'infrastructure de sécurité actuelle. **Normes de conservation et de destruction :** Les renseignements personnels sont détruits dès que l'employé quitte le Ministère. Transports Canada conserve la carte d'accès/identité, destinée aux employés indéterminés et produite au moyen du système, pendant deux ans après le départ de l'employés du Ministère.

No. ADD : Enregistrement (SCT) : 004477 **Numéro de fichier :** MTC PPE 825

Programme des prix

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des prix, dans le cadre du Programme des prix de Transports Canada. Ces renseignements peuvent comprendre des années de service, des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations dûment remplis, concernant soit le prix au mérite, soit le prix à l'initiative.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de ce document) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

98/001 Enregistrement (SCT) : 000308 **Numéro de fichier :** DIC PPE 801

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. **No. ADD :** 98/001 **Enregistrement (SCT) :** 000308 **Numéro de**

Enregistrement (SCT) : 002306 **Numéro de fichier :** MTC PPE 808

Système intégré du personnel de Transports

Description : Le Ministère exploite un système d'information de gestion du personnel et des postes. Les données portent sur les congés, le traitement de base, la dotation, la classification, les langues officielles, l'équité en matière d'emploi et les relations de travail. **Catégorie de personnes :** Tous les employés de Transports Canada. **But :** Ce système a pour but de servir d'outil de gestion pour soutenir des fonctions de personnel telles que la planification des ressources humaines et l'équité en matière d'emploi ; produire des rapports de gestion dans les domaines suivants : langues officielles, équité en matière d'emploi, aperçus de l'âge/des années de service des employés, projections des départs en retraite possibles ; et de permettre au Ministère de fournir des données exigées par les organismes centraux.

Normes de conservation et de destruction : Les

Table ronde nationale sur l'environnement et l'économie

Chapitre 148

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Cartes d'identification et laissez-passer
- Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation

- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Voyages et réinstallations

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les

mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, les groupes, les niveaux, les titres, les traitements et les primes ; les pensions et les assurances, notamment les norms des bénéficiaires, les certificats ; la fin de l'emploi et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline, et les autorisations sécuritaires. On trouve parfois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvements et Services Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe et à Santé nationale et Bien-être social (aux

demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Il permet au Commissaire à la protection de la vie privée de le consulter lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers. **Usages compatibles :** Il n'y a pas, en ce moment, d'autres usages pour cette banque de données. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de deux ans suivant la demande. **No. ADD :** 98/001 **Renvoi au dossier # :** STC SAC 615 **Enregistrement (SCT) :** 001603 **Numéro de fichier :** STC PPE 802

Employés réputés
Description : Ce fichier contient des copies signées de contrats ou de protocoles d'entente ; des affirmations de discrétion ou serments signés ; des copies signées de déclarations liées au serment d'engagement au secret professionnel et au code de conflits d'intérêts et de l'après-mandat ; le nom de la division, le nom de la personne et la date de signature du serment ou du contrat. **Catégorie de personnes :** Personnes qui ont été autorisées par le Comité d'examen des projets de recherche pour les projets à entreprendre dans un centre de données de recherche, ou qui ont été autorisées en vertu d'un processus semblable d'examen par des pairs, pour des projets de recherche à entreprendre au bureau central ou dans un bureau régional. **But :** Ce fichier sert à tenir un inventaire des contrats signés par des personnes qui poursuivent des recherches ou qui ont mené des recherches nécessitant l'accès à des renseignements statistiques confidentiels. **Usages compatibles :** Cette information ne sert pas à d'autres usages. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après la dernière utilisation administrative. **No. ADD :** 99/004 **Enregistrement (SCT) :** 005102 **Numéro de fichier :** STC PPE 810

Inventaire des ressources humaines - Système des affectations spéciales - Employés
Description : Ce fichier comprend, sur le logiciel Global et sur des copies papier, les données personnelles de chaque candidat relatives à des sujets tels que leurs études, leurs domaines d'expertise, leur expérience de travail, leurs compétences en matière de langues officielles et leur curriculum vitae. **Catégorie de**

Personnes : Les employés de Statistique Canada. **But :** Pour établir et tenir à jour un répertoire actuel des employés du bureau qui s'intéressent à des possibilités d'affectations internes à Statistique Canada ou à des possibilités d'affectations externes au sein d'un autre ministère ou organisme fédéral. **Usages compatibles :** Effectuer des recherches pour trouver des candidats qualifiés au sein du Bureau, et ce, pour des affectations qui ont été ciblées. Si toutes les parties concernées sont d'accord, les renseignements sont diffusés aux niveaux interministériels et intergouvernemental. **Normes de conservation et de destruction :** Les dossiers seront conservés pour une durée de 3 ans. **No. ADD :** 98/005 **Enregistrement (SCT) :** 005103 **Numéro de fichier :** STC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société immobilière du Canada limitée

Chapitre 145

Note : La Société immobilière du Canada limitée n'a pas d'employés. Sa présidente et première dirigeante est nommée par le gouverneur en conseil.

Tous les employés travaillent pour la Société immobilière du Canada CLC limitée, une filiale en propriété exclusive de la Société immobilière du Canada limitée.

Évaluation du rendement	Politique de reconnaissance
Formation et perfectionnement	Présences et congés
Griefs	Programme d'équité en matière d'emploi
Harcelement	Rémunération et avantages
Langues officielles	Sécurité et santé au travail
Mesures disciplinaires	Voyages et réinstallations

Solliciteur général Canada

Chapitre 146

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation	Voyages et réinstallations
Évaluation du rendement	Stationnement
Formation et perfectionnement	Rémunération et avantages
Griefs	Programme d'équité en matière d'emploi
Harcelement	Présences et congés
Langues officielles	Langues officielles

Statistique Canada

Chapitre 147

Fichiers particuliers

Demandes émanant des organismes fédéraux

d'Enquête
Description : Ce fichier contient une copie des demandes de divulgation présentées par les organismes fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée conformément au

paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers du personnel peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même. **Catégorie de personnes :** Employés de Statistique Canada ayant fait l'objet d'une demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale. **But :** Ce fichier sert à tenir un registre des

Société du Musée canadien des civilisations

Chapitre 143

Fichiers particuliers

Les accidents d'automobile
Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'Etat ainsi qu'à des véhicules privés utilisés à des fins professionnelles. **Catégorie de personnes :** Ce fichier se rattache aux personnes à l'emploi de la SMCC. **But :** Déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000380 **Numéro de fichier :** MCI PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Vérification de la fiabilité
Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les cas judiciaires et, le cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Etablir les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation

Société du Musée des sciences et de la technologie

Chapitre 144

Fichiers particuliers

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002862 **Numéro de fichier :** MST PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation

Société des ponts fédéraux Limitée

Chapitre 142

les résultats des examens et les certificats ; les dossiers concernant le remboursement des frais ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement, parrainés par le gouvernement ou par des organismes privés, et qui peuvent nécessiter l'utilisation du numéro d'assurance sociale. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés, et que l'on trouve, dans le dossier sur les évaluations de rendement, les renseignements touchant les besoins en perfectionnement pour chaque employé. **Catégorie de personnes :** Employés anciens et actuels. **But :** Ce fichier sert à approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. **Usages compatibles :** Il sert aussi à étayer les décisions relatives à la rémunération et aux avantages ; aux présences et aux congés ; aux mutations ; aux promotions et aux évaluations du rendement. **Normes de conservation et de destruction :** Ces dossiers sont conservés deux ans après que l'employé a terminé ses

Fichiers particuliers

Programme de reconnaissance
Description : Ce fichier contient des renseignements sur les employés dont : nom, adresse résidentielle, numéro de téléphone, date d'entrée en fonction, prix distribués relatifs aux nombres d'années de service. **Catégorie de personnes :** Le programme de reconnaissance concerne les employés de la Société qui ont de 5 à 25 années de service. **But :** Le programme de reconnaissance est un moyen que la Société a choisi pour souligner les années de service de ses employés. **Usages compatibles :** Les dossiers du programme de reconnaissance sont utilisés à des fins de gestion de remise des prix commémorant le nombre d'années de service d'un employé. **Normes de conservation et de destruction :** Conservation permanente. **No. ADD : Enregistrement (SCT) :** 005306 **Numéro de fichier :** SPFL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu

Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Harcèlement
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

cours de formation ou de perfectionnement. **No. ADD : Enregistrement (SCT) :** 002295 **Numéro de fichier :** SAD PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. **Usages compatibles :** Ce fichier sert à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant six exercices à compter de l'exercice dans lequel est réglée la demande de remboursement. **No. ADD : 99/004 Enregistrement (SCT) :** 002294 **Numéro de fichier :** SAD PPE 803

Société d'assurance-dépôts du Canada

Chapitre 141

Fichiers particuliers

Accès des employés aux locaux

Description : Tous les employés permanents et contractuels de la SADC ont une carte d'accès aux locaux de la Société. Chaque fois qu'un employé utilise sa carte, la date et l'heure sont enregistrées dans la banque de données personnelles. **Catégorie de personnes :** Les employés de la Société d'assurance-dépôts du Canada et les personnes qui ont droit d'accès aux locaux. **But :** Bien que le système de sécurité électronique présente cette fonction, l'information n'a pas beaucoup de valeur et ne sert pas à surveiller les déplacements du personnel. **Normes de conservation et de destruction :** Au bureau d'Ottawa, où la SADC gère elle-même le système de sécurité, l'information est détruite tous les six mois. À Toronto, où le gérant de l'immeuble est chargé du système, l'information est conservée cinq ans. **No. ADD :** 98/001

SAD PPE 806

Enregistrement (SCT) : 003708 Numéro de fichier :

but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite ; les présences et allocations ; les dépenses relatives aux traitements et allocations ; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. **But :** Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi ; aux présences et aux congés ; à la rémunération et aux avantages ; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. **Usages compatibles :** Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi ; aux présences et aux congés ; à la rémunération et aux avantages ; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. **Normes de conservation et de destruction :** Ces dossiers sont conservés toute la période d'emploi et pendant un an à la fin de l'emploi. Ils sont ensuite confiés au Centre fédéral des documents, Secteur de la capitale nationale, des Archives nationales du Canada. Ces dossiers sont détruits par les Archives nationales du Canada lorsque l'employé a 80 ans, pourvu que deux années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003652 **Numéro de fichier :** SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les demandes d'emploi des candidats ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel ; les documents relatifs aux examens et à leurs résultats ; les offres d'emploi ; les avis destinés aux candidats ; la correspondance relative à la dotation faite par divers moyens, notamment à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, comme l'âge, le sexe, la scolarité et le numéro d'assurance sociale. **Catégorie de personnes :** Les postulants à un emploi. **But :** Le fichier sert à sélectionner des candidats et à doter des postes. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant deux ans après expiration de la liste d'admissibilité d'une action de dotation ou après la dernière consultation à des fins administratives. **No. ADD :** 98/005. **Enregistrement (SCT) :** 002293 **Numéro de fichier :** SAD PPE 802

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours, et les évaluations ;

se rapporte aux employés anciens et actuels et il a pour congé de maladie. **Catégorie de personnes :** Ce fichier

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, les évaluations du rendement et les appréciations de l'employé, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de

(SCT) : 002296 **Numéro de fichier :** SAD PPE 805

Enregistrement (SCT) : 98/005

à la fin de l'emploi. **No. ADD :** 98/005 **Enregistrement**

conservation et de destruction : Ces dossiers sont

disciplinaires et la fin de l'emploi. **Normes de**

décisions touchant les mutations, les mesures

Usages compatibles : Ce fichier sert à étayer les

pour résoudre les situations de conflit d'intérêts réel.

les conflits d'intérêts potentiels et les solutions apportées

de conflit d'intérêts potentiel ou réel. Il sert à consigner

contient des renseignements concernant des situations

personnes : Employés de la Société. **But :** Ce fichier

immobilières qu'ils possèdent. **Catégorie de**

des employés et leurs intérêts privés ou les valeurs

conflits potentiels et réels entre les fonctions officielles

d'enquête, ainsi que la correspondance concernant les

situations de conflit d'intérêts potentiel, des rapports

volontaires faites par les employés concernant des

Description : Ce fichier contient des divulgations

Conflits d'intérêts

de ses divers clients tant au Canada qu'à l'étranger. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autre fichier comprenant des renseignements sur les employés (par exemple, le système d'information sur les ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis.

Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Développement des ressources humaines Canada et pour le Rapport de contrôle sur l'Équité en matière d'emploi. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique relative à l'équité en matière d'emploi.

Normes de conservation et de destruction : Les dossiers sont gardés pour sept ans après le décès du participant et survivants, les dossiers sont ensuite envoyés à un site commercial d'entreposage externe. **No. ADD :** 96-027 **Enregistrement (SCT) :** 003134 **Numéro de fichier :** SHL PPE 845

Régime de retraite de la SCHL
Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms et numéro d'emploi. **Catégorie de personnes :** Employés et retraités de la Société. **But :** Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et à l'Agence des douanes et du revenu du Canada (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité.

Normes de conservation et de destruction : Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. **No. ADD :** 96-027 **Enregistrement (SCT) :** 002198 **Numéro de fichier :** SHL PPE 809

Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Développement des ressources humaines Canada et pour le Rapport de contrôle sur l'Équité en matière d'emploi. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique relative à l'équité en matière d'emploi.

Normes de conservation et de destruction : Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. **No. ADD :** 96-027 **Enregistrement (SCT) :** 002198 **Numéro de fichier :** SHL PPE 809

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Formation et perfectionnement

Mesures disciplinaires

Stationnement

Voyages et réinstallations

027 Enregistrement (SCT) : 003133 **Numéro de fichier :** SHL PPE 840

traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paie et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes :** Employés et retraités de la Société. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paie et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paie (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds.

Normes de conservation et de destruction : Après deux ans, les dossiers sont envoyés aux Archives nationales du Canada où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paie et aux déductions et pour la correspondance connexe ; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **No. ADD :** 96-027 **Enregistrement (SCT) :** 003133 **Numéro de fichier :** SHL PPE 840

par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un employé et une adresse IP, les listes de sites consultés et les renseignements sur les opérations effectuées, y compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation. **Catégorie de personnes :** Les employés de la SCHL. **But :** Les renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur les cas suspects ou présumés d'usage détourné des réseaux électroniques de la SCHL. **Usages compatibles :** Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux Lignes directrices sur l'utilisation d'Internet et de politique sur l'utilisation des réseaux électroniques par les employés de la SCHL. **Normes de conservation et de destruction :** Les renseignements personnels utilisés sont conservés pendant trois ans suivant la dernière utilisation qui en est faite. **No. ADD :** 96-027 **Enregistrement (SCT) :** 005072 **Numéro de fichier :** SHL PPE 847

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé ; les résultats des examens de connaissance linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employé de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. Pour les résultats des tests de la langue, la période de conservation devrait être augmentée de 2 à 5 ans, suite à laquelle une période dormante d'un an devrait être ajoutée ; pour la désignation linguistique des postes, des périodes de conservation et dormante de 3 ans et 5 ans respectivement sont suggérées ; les dossiers de participation aux cours de langue devraient être retenus pour 3 ans, suite à quoi ils devraient être détruits. **No. ADD :** 96-027 **Enregistrement (SCT) :** 002993 **Numéro de fichier :** SHL PPE 825

Numéro de fichier : SHL PPE 825

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la SCHL, aux retraités, leur conjoint et leurs personnes à charge et les retraités, leur conjoint et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme. **Catégorie de personnes :** Les employés de la SCHL, leurs personnes à charge ainsi que les retraités de l'entreprise. **But :** L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés, retraités et les membres de leur famille immédiate. **Usages compatibles :** Le consultant entreprend une évaluation systématique de PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée. **Normes de conservation et de destruction :** En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qui s'imposent. Avant de transférer des dossiers à un nouveau fournisseur de services, il faut obtenir un consentement écrit de la part du client. **No. ADD :** 96-027 **Enregistrement (SCT) :** 003135 **Numéro de fichier :** SHL PPE 850

Gestion de la diversité et Programme d'équité en matière d'emploi

Description : Cette banque renferme de l'information sur les membres des groupes désignés. On demande aux répondants d'indiquer, au moyen d'un questionnaire, s'ils sont autochtones, s'ils ont une déficience ou s'ils font partie d'une minorité visible. **Catégorie de personnes :** Employés de la Société. **But :** Cette banque fournit de la documentation servant à contribuer à l'intégration des principes de la diversité et de l'équité au sein des activités de la SCHL, tout en favorisant l'application de la Loi sur l'équité en matière d'emploi. Les données sont recueillies dans le but de mesurer les progrès que la Société réalise pour attirer et retenir des employés de divers horizons représentatifs de la population active du Canada (en particulier les femmes, les Autochtones, les minorités visibles et les personnes handicapées) et d'obtenir des renseignements pertinents sur les besoins des employés de la SCHL afin de garantir l'élaboration, la révision et la mise en œuvre constantes de lignes de conduite, de pratiques et de systèmes équitables et avantageux pour tous les employés. L'information servira, notamment, à comparer la situation des membres de groupes désignés avec celle des membres de groupes non désignés à la SCHL, à créer un processus permettant de définir les besoins de l'effectif en matière d'aménagements ainsi qu'à repérer les compétences culturelles, telles que les connaissances linguistiques, auxquelles la Société a accès pour répondre aux besoins

plaintes ou d'appels internes ; les investigations de

Normes de conservation et de destruction : Les

dossiers sont conservés trois ans à partir de la date du

règlement ou de la décision de l'appel. **No. ADD : 96-**

027 Enregistrement (SCT) : 001938 Numéro de

fichier : SHL PPE 804

Dossiers médicaux des employés (1977 au 31/12/97)

Description : Ce fichier contient les dossiers médicaux

sur les employés ainsi que des renseignements médicaux

au sujet des membres de leur famille. **Catégorie de**

personnes : Employés de la Société et les membres de

leur famille. **But :** Ce fichier contient toutes les

consultations effectuées par le Centre de Santé incluant

les traitements d'urgence, les visites concernant le retour

au travail, l'assistance aux employés et les examens

nécessitant des références aux médecins spécialisés.

Usages compatibles : Prévoir l'accès aux employés à

leurs renseignements médicaux par l'entremise du

Bureau de l'accès à l'information et de la protection des

Normes de conservation : Depuis 1977, les dossiers sont

conservés jusqu'à ce que l'individu ait atteint 70 ans ou

deux ans après le décès de l'individu, pourvu que deux

ans se soient écoulés depuis la dernière mesure

administrative concernant l'information. **No. ADD : 96-**

027 Enregistrement (SCT) : 001937 Numéro de

fichier : SHL PPE 802

DotationDossiers de compétition

Description : Ce fichier contient les demandes de

dotation ; les descriptions de poste ; les échelles de

salaires ; les profils de sélection ; les affiches de concours ;

les demandes de mutation ; les demandes d'emploi des

candidats qui ont passer une entrevue ; les listes de

candidats ; les évaluations des jurys de sélection ; y

compris les notes d'évaluation provenant des membres

du comité de sélection ; les documents relatifs aux

examens et à leurs résultats ; les offres d'emploi ; la

correspondance relative à la dotation faite par divers

moyens, notamment par voie de concours et à l'aide du

répertoire des ressources humaines. (On peut également

trouver des avis relatifs à des décisions de dotation dans

le dossier personnel d'un employé). **Catégorie de**

personnes : Candidats internes et externes. **But :** Ce

fichier contient des renseignements qui peuvent être

utilisés pour la dotation de postes. **Usages**

compatibles : Sélectionner des candidats, doter des

postes. Il est possible de rattacher les données

d'auto-identification volontaire liées aux programmes et

aux services d'équité en matière d'emploi aux données

consignées dans d'autres fichiers, à condition que l'on

utilise ces renseignements personnels aux fins auxquelles

ils ont été recueillis. Sur demande, des renseignements

peuvent être fournis à un participant à un processus de

sélection. Il faut, le cas échéant, inscrire le numéro du

conours. Normes de conservation et de

destruction : Les dossiers sont conservés pendant une

période de deux ans et, ensuite, les dossiers sont

détruits, pourvu que deux ans se soient écoulés depuis la

dernière utilisation à des fins administratives des

Griets

Enregistrement (SCT) : 002995 Numéro de fichier :

No. ADD : 96-027

SHL PPE 835

Description : Ce fichier contient les griets présentés par

les employés syndiqués et par les représentants des

unités de négociation ; les accusés de réception et les

réponses de la direction ; les témoignages ; les opinions

juridiques ; les rapports d'enquête et d'analyse ; et toute

la correspondance échangée au sujet des griets.

Catégorie de personnes : Employés syndiqués de la

SCHL. **But :** Ce fichier a pour but de consigner les

renseignements utilisés à tous les paliers de règlement

des griets. **Usages compatibles :** Les renseignements

contenus dans ce fichier sont utilisés exclusivement pour

consigner et, le cas échéant, aider à résoudre les griets à

tous les paliers de la procédure. **Normes de**

conservation et de destruction : Les dossiers sont

détruits après une période de cinq ans suivant la date de

règlement du griet. **No. ADD : 96-027 Enregistrement**

(SCT) : 002992 Numéro de fichier : SHL PPE 820

Harcelement (y compris la discrimination et le

harcelement sexuel)

Description : Ce fichier contient la correspondance

concernant les plaintes et incidents reliés au harcèlement ;

les entrevues réalisées avec les plaignants et avec la

personne qui a été supposément accusée de

harcèlement ; les entrevues avec les témoins ; les

sommations aux enquêtes faites par la direction ; les

analyses des situations et les dossiers touchant les

décisions prises au sujet d'incidents donnés. Ces

renseignements doivent constituer un dossier distinct et

ne pas être placés dans le dossier d'emploi des parties

concernées. Lorsque, à la suite d'une enquête, on

convient qu'il est nécessaire de prendre une mesure

disciplinaire, les renseignements seront transférés dans le

fichier se rapportant aux mesures disciplinaires.

Catégorie de personnes : Employés de la SCHL. **But :**

Ce fichier a pour but d'emmagasiner les renseignements

nécessaires qui permettent le traitement de plaintes de

harcèlement au travail. Il sert à prendre des décisions et,

plus particulièrement, à établir s'il y a vraiment

harcèlement. Dans l'affirmative, il sert à déterminer les

mesures appropriées. **Usages compatibles :** Étayer les

décisions portant sur les mutations et les mesures

disciplinaires. **Normes de conservation et de**

destruction : Les dossiers sont détruits cinq ans après

la dernière mesure administrative prise au sujet d'un cas

donné. **No. ADD : 96-027 Enregistrement (SCT) :**

002994 Numéro de fichier : SHL PPE 830

Journaux de contrôle des réseaux électroniques

Description : Le fichier renferme des renseignements sur

l'utilisation des réseaux électroniques à la SCHL. Ces

renseignements sont recueillis lorsqu'il y a lieu de

soupçonner qu'un réseau électronique de la SCHL est

sourmis à un usage détourné, au sens donné à ce terme

dans les Lignes directrices sur l'utilisation d'Internet et

les employés de la SCHL. Ce fichier peut comprendre,

situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Établir les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. ADD :** 96-027 **Enregistrement (SCT) :** 000097 **Numéro de fichier :** SHL PPE 808

Dossier personnel d'un employé
Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; les termes et conditions d'emploi ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; et les autorisations sécuritaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de fournir de la

documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'emplois ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite). **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux ; et aux assureurs de groupe ; aux syndicats (rétention des cotisations). **Normes de conservation et de destruction :** Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés à un site commercial d'entreposage externe et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. **No. ADD :** 96-027 **Enregistrement (SCT) :** 002991 **Numéro de fichier :** SHL PPE 815

Dossiers d'enquête
Description : Ce fichier sert à la consignation des plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises. **Catégorie de personnes :** Employés et grand public. **But :** Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé. **Usages compatibles :** Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu. **Normes de conservation et de destruction :** Les dossiers sont conservés trois ans après l'activité administrative relative à un cas. **No. ADD :** 96-027 **Enregistrement (SCT) :** 001939 **Numéro de fichier :** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés
Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne. Développement des ressources humaines Canada, Travail et le Bureau du Commissaire aux langues officielles. **Catégorie de personnes :** Employés qui ont eu recours aux systèmes d'appel interne ou à une enquête ou processus se rapportant à une plainte de l'extérieur. **But :** Le fichier sert à faciliter les enquêtes de

indiquer leur emplacement de travail et préciser la période à laquelle se rapportent les données. **Normes de conservation et de destruction** : Les dossiers seront conservés pendant un minimum de deux ans.

Enregistrement (SCT) : 003547 **Numéro de fichier** : SCP PPE 831

Systèmes de contrôle de l'accès
Description : Le fichier contient des demandes de carte d'identité signées, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi. **Catégorie de personnes** : Employés qui ont accès aux installations de la Société. **But** : Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles** : Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles. **Normes de conservation et de destruction** : Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis ils sont détruits. **No. ADD** : 91/020 **Enregistrement (SCT)** : 001364 **Numéro de fichier** : SCP PPE 823

Société canadienne d'hypothèques et de logement

Chapitre 140

Fichiers particuliers

Réclamations – Véhicules assurés ou non

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ;

des décisions du tribunal ; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'Etat ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés de même que les réclamations concernant la responsabilité, les fraudes commises par des employés, les dommages matériels et les créances hypothécaires.

Catégorie de personnes : Employés de la SCHL. **But** : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL et au grand public de même que pour les réclamations. **Usages compatibles** : Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. **Normes de conservation et de destruction** : Les dossiers sont conservés actifs pour

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des

SCHL PPE 810

Enregistrement (SCT) : 002199 **Numéro de fichier** :

le départ de l'employé. **No. ADD** : 96-027

Description : Les dossiers sont détruits trois ans suivant des laissez-passer. **Normes de conservation et de destruction** : Les dossiers sont détruits trois ans suivant

Usages compatibles : Emettre des cartes d'identité et l'émission des cartes d'identité et de laissez-passer, d'emmagasiner des renseignements connexes à les consultants. **But** : Ce fichier a pour but

personnes : Employés de la Société, entrepreneurs et d'identité et des laissez-passer. **Catégorie de personnes** : Employés de la Société, entrepreneurs et

correspondance connexe à l'émission des cartes photographiques, des formulaires d'identification et la

Description : Ce fichier pourrait contenir des cartes d'identification et laissez-passer

SCHL PPE 855

Enregistrement (SCT) : 003295 **Numéro de fichier** :

cinq ans et inactifs indéfiniment. **No. ADD** : 96-027

personnes qui désirent avoir accès à ce fichier doivent préciser le nom de famille et le code postal de la

demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Sujets des timbres-poste et références sur les concepteurs, SCP PPU 025. **Catégorie de personnes :**

Employés actuels de la Société et les employés qui l'ont quittée récemment qui ont adressées des lettres au Ministre, aux députés, à d'autres représentants élus ou au président du conseil, au président ou à d'autres dirigeants de la Société. Les documents peuvent aussi contenir des renseignements personnels sur d'autres employés lorsque la demande les concerne. **But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président et à des demandes concernant l'exploitation et l'administration de Postes Canada. **Usages compatibles :** Les registres servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances. **Normes de conservation et de destruction :** Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisés sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. **No. ADD :** 88/007 **Enregistrement (SCT) :** 002077 **Numéro de fichier :** SCP PPE 826

Stationnement

Description : Ce fichier réunit les demandes de permis, y compris les privilèges de stationnement, et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il peut exister aussi des dossiers d'opérations

informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés de la Société qui ont demandé ou reçu un permis de stationnement de la SCP. **But :** Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. **Usages compatibles :** Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-

voiturage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits. **No. ADD :** 97/020 **Enregistrement (SCT) :** 001359 **Numéro de fichier :** SCP PPE 817

Système d'information sur les ressources humaines (SIRH) — FERMÉ(2002)

Description : Ce fichier contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à Postes Canada, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps-plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, information organisationnelle, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés. **Catégorie de personnes :** Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985. **But :** Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP. **Usages compatibles :** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démissions et les cessations d'emploi; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi), les prévisions quant aux ressources en main-d'œuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter-entreprises, des analyses des tendances). **Normes de conservation et de destruction :** La destruction des données relatives aux différents programmes soutenus par le SIRH est régie par le calendrier des délais de conservation des fichiers pertinents. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001348 **Numéro de fichier :** SCP PPE 804

Stationnement

Relations gouvernementales

Description : Ce fichier contient les demandes de renseignements téléphoniques ou écrites au sujet de Postes Canada ou de ses programmes d'exploitation émanant du personnel des ministères, des députés, des sénateurs et autres représentants élus ou transmises au nom des électeurs. Il renferme aussi des lettres envoyées ou adressées au Ministre, au président du conseil, au président et à d'autres dirigeants de Postes Canada, ou des lettres adressées aux bureaux divisionnaires du Réseau des relations avec la clientèle référées aux Relations gouvernementales en vue d'obtenir des conseils ou des réponses, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements dans le système informatisé de correspondance. On y retrouve aussi la correspondance et la documentation se rapportant à Postes Canada et à ses programmes d'exploitation destinées à renseigner le Ministre et les représentants élus, des dossiers, des pétitions de la Chambre des communes et des questions figurant au Feuilleton. (Le fichier numéro SCP PPE 826, Service de correspondance, contient des enregistrements connexes.) Les personnes qui désirent avoir accès à ce fichier doivent préciser les noms, les dates, les lieux et l'objet de la demande, car cette information ne peut être récupérée à partir du code d'identification personnel.

Catégorie de personnes : Employés, lorsque la demande les concerne. **But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes de renseignements. **Usages compatibles :** Les documents servent à surveiller la préparation des réponses aux demandes, pour fin de référence lorsque des demandes subséquentes ou similaires sont adressées, et à identifier et à suivre les tendances. **Normes de conservation et de destruction :** La correspondance générale est conservée pendant deux années civiles suivant la dernière utilisation à des fins administratives puis elle est détruite. Les dossiers, les pétitions de la Chambre des communes et les questions au Feuilleton sont conservés pendant cinq ans suivant la dernière utilisation à des fins administratives, puis ils sont détruits. **No. ADD :** 97/020 **Enregistrement (SCT) :** 004000 **Numéro de fichier :** SCP PPE 833

Description : Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait, des certificats officiels de citoyenneté; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Certaines données relatives aux nouveaux employés sont extraites du Système, applications et produits (SAP), et partagées avec les

Comptes fournisseurs (SCP PPE 820) ainsi que les opérations du service de la paie (voir Dossiers individuels sur le personnel (Rémunération). **Catégorie de personnes :** Près de 300 employés des services aux régions du Nord et leurs personnes à charge. **But :** Appuyer la rémunération des employés des Services aux régions du nord. **Usages compatibles :** Déterminer et administrer les indemnités de poste isolé (avantage impossible) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant un minimum de deux ans suivant la cessation d'emploi, puis ils sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003548 **Numéro de fichier :** SCP PPE 832

Services exécutifs

Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). **Catégorie de personnes :** Un pourcentage restreint d'employés non-syndiqués qu'on dirige vers les Services exécutifs parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. **But :** Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués. **Usages compatibles :** Les documents y figurant servent à garantir le traitement humanitaire et conséquente, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel, SCP PPE 802. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001355 **Numéro de fichier :** SCP PPE 812

Services de la correspondance

Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de Postes Canada, des lettres dirigées aux bureaux régionaux du Réseau des relations avec la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses finales. On retrouve certains renseignements, comme les lettres d'arrivées, des ébauches de réponses courantes et un index, dans le système informatisé des Services de la correspondance. Dans certains cas, la documentation de base se trouve sous forme automatisée. Les

Usages compatibles : Les dossiers de ce fichier sont utilisés à des fins de gestion pour affecter des employés atteints d'incapacités partielles permanentes à des tâches qui respectent leurs restrictions. L'information est soumise à l'évaluation des Services de santé et des coordonnateurs de projets et est souvent partagée avec les employés concernés et leurs représentants syndicaux et utilisée par les superviseurs actuels ou futurs pour affecter correctement les tâches. On s'en sert également pour les besoins des études visant à détecter et éliminer les conditions susceptibles d'occasionner des maladies ou des blessures.

Normes de conservation et de destruction : En cours d'élaboration. **No. ADD :** **Enregistrement (SCT) :** 005245 **Numéro de fichier :** SCP PPE 880

Réclamations - gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité générale et automobile, des avis juridiques, des ententes de règlement et d'autres documents liés à d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte de revenus d'emploi ou les dépenses médicales. Les documents portent aussi sur les pertes causées à la propriété de Postes Canada par les incendies et la tempête, et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs, SCP PPE 820, que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Gestion du parc de véhicules, SCP PPE 825, que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail, SCP PPE 845, et que les réclamations portant sur le courriel en retard, perdu ou endommagé sont versées dans le fichier Réseau des relations avec la clientèle, SCP PPU 030. Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre.

Catégorie de personnes : Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs). (Voir aussi le fichier Cas de responsabilité financière, SCP PPE 818.) **But** : Le présent fichier porte sur le traitement des réclamations présentées par Postes Canada et par des tiers. **Usages compatibles** : Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers, ainsi que par des dommages à la propriété de Postes Canada; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régisseurs de l'extérieur (réclamation exigeant une enquête,

en particulier celles impliquant des blessures). Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres et pour empêcher la récurrence. **Normes de conservation et de destruction** : Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, puis ils sont détruits, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No. ADD :** 88/007 **Enregistrement (SCT) :** 001360 **Numéro de fichier :** SCP PPE 819

Réinstallation

Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamation, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Le système informatisé comprend également des dossiers sur les biens immobiliers. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. **Catégorie de personnes** : Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à Postes Canada. **But** : Le présent fichier porte sur la réinstallation des employés. **Usages compatibles** : Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements), et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure. **Normes de conservation et de destruction** : Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant six exercices suivant la fin de la subvention, puis ils sont détruits. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier. **No. ADD :** 91/020 **Enregistrement (SCT) :** 001358 **Numéro de fichier :** SCP PPE 816

Programme de reconnaissance des états de service

Description : Sont consignés dans le fichier sur le Programme de reconnaissance des états de service les éléments suivants : nom , adresse résidentielle, numéro de téléphone, date d'entrée en fonction , prix distribués et numéro d'identification. **Catégorie de personnes :** Le Programme de reconnaissance souligne les états de service des employés à intervalles de cinq années. **But :**

Le Programme de reconnaissance des états de service est un moyen que Postes Canada a choisi pour souligner les états de service de ses employés. **Usages compatibles :** Le Programme sert à gérer la reconnaissance des états de service des employés.

Normes de conservation et de destruction : Les dossiers sont conservés pendant toute la durée de l'emploi à Postes Canada plus deux années, puis ils sont détruits. **No. ADD :** 91/020 **Enregistrement (SCT) :** 002989

Numéro de fichier : SCP PPE 830

Gestion et planification des effectifs

Description : Ce fichier réunit les renseignements comme les avis d'intérêt envers les incitations, le nom de l'employé, la durée du service, le profil salarial, les montants estimés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, les renvois à des conseillers en orientation de carrière, ainsi que des données fiscales ou financières. Certaines données-cadre sont tirées du Système, applications et produits (SAP). On peut trouver également des fichiers connexes dans les Dossiers individuels sur le personnel.

Catégorie de personnes : Les employés actuels ou ceux ayant récemment quitté Postes Canada qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ. De plus, ce fichier réunit les renseignements sur les employés actuels réputés experts en la matière dans leur domaine d'expertise. **But :** Ce fichier sert à appuyer les objectifs de restructuration de la

SCP en offrant des plans facultatifs de retraite anticipée ou d'incitation au départ des employés admissibles. Les données sur les employés experts en la matière sont utilisées aux fins d'analyse de l'impact de leur départ éventuel et dans l'établissement d'un plan de transfert des connaissances afin de minimiser les conséquences de départ. **Usages compatibles :** Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté . Les données sur les employés experts en la matière sont utilisées dans le cadre de la planification des ressources humaines.

Normes de conservation et de destruction : Un calendrier de conservation et de destruction est en voie d'élaboration. Cependant, les données sur les employés experts en la matière sont mises à jour annuellement.

No. ADD : 003738

Numéro

de fichier : SCP PPE 834

Réadaptation professionnelle

Description : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires

d'évaluation médicale, des formulaires d'entrevues initiales et des suivis, des notes sur les progrès, des rapports de recommandations, des rapports de fermetures de cas, des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y lieu de prendre note que des dossiers de consultation peuvent se retrouver dans le fichier Grés et arbitrages, SCP PPE 813, fichier de Santé des employés, SCP PPE 840, et dans les Demandes de règlements à la commission des accidents de travail, SCP PPE 845). **Catégorie de personne :** Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie. **But :** Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente. **Usages compatibles :** Les dossiers que le fichier contient servent à élaborer et à mettre en œuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, le médecin consultant, infirmiers ou infirmières en santé du travail, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité du Code Canadien de travail, aux lois sur les accidents du travail et à la loi sur les droits de la personne et à faire des suivis et des vérifications.

Normes de conservation et de destruction : Les documents sont conservés pendant cents (100) ans suivant l'exercice au cours duquel s'est fait la réadaptation de l'employé, puis ils sont détruits. **No. ADD :** 91/020 **Enregistrement (SCT) :** 003292

Numéro de fichier : SCP PPE 851

Projet de réinsertion professionnelle

Description : Ce fichier contient des renseignements tirés de documents tels que les rapports sur l'état de santé des employés (indiquant les éventuelles restrictions / limitations de capacités permanentes), les évaluations de la capacité physique au travail, des plans de retour protocoles d'entente ou des régimes de tâches modifiées, des lignes directrices concernant les tâches des emplois, des feuilles à cocher (établissant les tâches essentielles dans chaque section), sommaire initial de l'employé (dressant la liste des données historiques et des tâches initialement exécutées), documents de la GSPAT concernant les restrictions jugées par elle permanentes, avis et comptes rendus de réunions d'optimisation et notations chronologiques. **Catégorie de personnes :** Tous les employés qui travaillaient actuellement ou qui ont récemment cessé de travailler aux Etablissements de traitement des lettres de Postes Canada dans la région de Toronto qui souffrent d'une incapacité partielle permanente. Des projets similaires peuvent exister dans d'autres établissements ou centres de facteurs d'envergure majeure tels que ceux d'Ottawa, d'Edmonton ou Montréal. **But :** Appuyer la réintégration au travail d'employés souffrant d'une incapacité partielle permanente à la région de Toronto et s'assurer que ces employés accomplissent leurs tâches ou leurs fonctions sans outrepasser leurs restrictions ou leurs limites

connexes. Ils peuvent également être présentés en cour fédérale ou à de tierces parties désignées pour faciliter le règlement de plaintes, de griefs ou de poursuites en justice. **Normes de conservation et de destruction :** Les plaintes déposées sont conservées pendant une période de cinq années civiles après que la plainte a été réglée ou retirée, puis les documents sont détruits. **No. ADD : 98/005 Enregistrement (SCT) :** 003932

Numéro de fichier : SCP PPE 853

Refus de travail

Description : Ce fichier contient des dossiers tels que

des refus documentés présentés par des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par Postes Canada et les agents de sécurité de

Développement des ressources humaines Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agissait.

Catégorie de personnes : Tous les employés en fonction et les employés ayant récemment quitté Postes Canada qui ont refusé de travailler pour des raisons de sécurité. **But :** Ce fichier a été créé dans le but d'assurer et de promouvoir un milieu de travail sans danger.

Usages compatibles : Les dossiers servent à évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Développement des ressources humaines Canada, à présenter la position de la Société aux conseils de sécurité du CRTc, à remédier aux situations dangereuses et à aviser les employés concernés des risques et des précautions à prendre pour les éviter.

Normes de conservation et de destruction :

En cours d'élaboration. **No. ADD : Enregistrement (SCT) :**

003740 **Numéro de fichier :** SCP PPE 806

Programme d'intérèssment des employés

Description : Ce fichier comporte, entre autres, les documents suivants : titres de poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intérèssment des employés (PIE), notamment, le nom, la classification de l'employé, le numéro et la nature de l'initiative. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu.

Catégorie de personnes : Employés qui ont présenté des suggestions. Précisons que les documents concernant le règlement des coûts des primes peuvent être classés au fichier Comptes fournisseurs, SCP PPE 820. **But :** Le présent fichier porte sur le Programme d'intérèssment à l'entreprse.

Usages compatibles : Le fichier est utilisé pour encourager, déterminer, évaluer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être

joints définitivement aux Dossiers individuels sur le personnel et (ou) au module de Ressources humaines de Systèmes, applications et produits (SAP). Le système informatisé sert au contrôle du traitement des initiatives et de la remise des prix, au besoin. Seulement certains renseignements concernant les gagnants peuvent être transmis dans les publications de la Société. **Normes de conservation et de destruction :** Les documents sont conservés pendant six ans après l'année du dernier emploi administratif, après quoi ils sont détruits. **No. ADD : 91/020 Enregistrement (SCT) :** 001351

Numéro de fichier : SCP PPE 807

Programme de bourses d'études

Description : Ce fichier contient des données

concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à L'Agence des

douanes et du revenu du Canada. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4. **Catégorie de personnes :** Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse. **But :**

Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de Postes Canada. **Usages compatibles :** Les demandes de bourse sont évaluées en fonction des résultats scolaires et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont

requis au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. **Normes de conservation et de destruction :** Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise, puis elles sont détruites. Les documents concernant les demandes retenues sont

conservés pendant six années suivant la remise de la bourse. Les documents relatifs à la base de données du Programme de bourses sont conservés pendant six années suivant la réception et vérification des données d'entrée. **No. ADD : 91/020 Enregistrement (SCT) :**

003157 **Numéro de fichier :** SCP PPE 835

commission des accidents du travail), descriptions de fonction (pour les griefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et des cours fédérale et provinciales, ainsi que correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griefs (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIRJT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIRJT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief. **Catégorie de personnes** : Les griefs personnels soumis par des unités de négociation accréditées ou Postes Canada concernant la violation présumée de la convention collective. **But** : Le présent fichier sert au règlement des griefs relatifs à l'interprétation et à l'application des conventions collectives. **Usages compatibles** : Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives. **Usages compatibles** : Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives. **Normes de conservation et de destruction** : Les documents sont conservés en permanence. **No. ADD** : 88/007 **Enregistrement (SCT)** : 001365 **Numéro de fichier** : SCP PPE 824

SIRJT. No. ADD : 88/007 **Enregistrement (SCT)** : 001366 **Numéro de fichier** : SCP PPE 813

Infractions ayant trait aux affaires postales
Description : Ce fichier contient des renseignements réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les employés, les renseignements portent sur des infractions comme le vol de courrier et le détournement de fonds; pour le grand public, le fichier contient, entre autres, les renseignements suivants : données sur les infractions commises à l'échelle nationale ou internationale, vols commis dans des bureaux de poste et des boîtes à lettres publiques, contrebande de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances

dangereuses et vols à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur les personnes ou les firmes soupçonnées de se servir de la poste à des fins illégitimes. **Catégorie de personnes** : Employés et entrepreneurs de la Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi que des dispositions du Code criminel sur les infractions relatives au courrier. **But** : Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que l'assistance à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale. **Usages compatibles** : Les documents servent à étayer la procédure d'enquête et de renseignements établie pour résoudre et réduire les infractions contre Postes Canada. Certains renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une éventuelle poursuite judiciaire. **Normes de conservation et de destruction** : Les documents sont gardés pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêt a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont conservés en permanence. **No. ADD** : 88/007 **Enregistrement (SCT)** : 001365 **Numéro de fichier** : SCP PPE 824

Plaintes relatives aux langues officielles
Description : Ce fichier contient des documents exposant la nature, l'étendue et la portée de la plainte, le genre, le lieu où le problème est survenu ainsi que les résultats de l'enquête et le règlement qui a suivi. L'identité des plaignants est protégée tout au long de l'enquête en vertu de l'article 60 de la Loi sur les langues officielles. Par conséquent, les documents demeurent anonymes, à moins que le plaignant ou la plaignante accepte de dévoiler son identité. Certains des renseignements sont consignés dans le module des renseignements personnels du Système, applications et produits (SAP). **Catégorie de personnes** : Employés qui déposent une plainte soit directement auprès de la SCP, soit auprès du Commissaire aux langues officielles (n'inclut pas les dossiers traités par le Réseau des relations avec la clientèle). **But** : Appuyer l'enquête et le règlement des plaintes déposées par des employés ou des groupes en vertu de la Loi sur les langues officielles et constituer un chemin de vérification des mesures prises. **Usages compatibles** : Les documents sont utilisés pour fournir des rapports à la haute direction et aux organismes externes responsables de surveiller la mise en œuvre de la Loi sur les langues officielles et des règlements

Enregistrement (SCT) : 001353 Numéro de fichier :

SCP PPE 810

Formation

Description : Ce fichier réunit les documents suivants :

évaluations (des participants et des formateurs),
déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le module de Gestion de la formation de Systèmes, applications et produits (SAP). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Gestion du parc de véhicules, SCP PPE 825 et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. **Catégorie de personnes :** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. **But :** Le présent fichier porte sur la formation fournie aux employés. **Usages compatibles :** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (voir SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le Systèmes, applications et produits (SAP). **Normes de conservation et de destruction :** La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins

statistiques. **No. ADD : 88/007 Enregistrement (SCT) :**

001349 **Numéro de fichier :** SCP PPE 805

Gestion du parc de véhicules

Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de Postes Canada et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations - Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident. **Catégorie de personnes :** Conducteurs de véhicules appartenant à la Société. **But :** Le présent fichier vise l'emploi efficace et sûr des véhicules. **Usages compatibles :** Les documents servent à valider les permis délivrés par les provinces et Postes Canada; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir. (Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le personnel. Des renseignements peuvent, avec le consentement de la personne intéressée, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démerite, suspension du permis de conduire). **Normes de conservation et de destruction :** Les fiches historiques des conducteurs de véhicule, qui contiennent un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé quitte Postes Canada et ensuite détruites. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif, puis ils sont détruits. **No. ADD : 88/007 Enregistrement (SCT) :** 002011

Numéro de fichier : SCP PPE 825

Griefs et arbitrages

Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception des griefs occasionnels, rapports d'enquête et d'analyse préparés par des instances extérieures (p. ex. : police,

du Cheminement de carrière en vérification.) Les personnes qui désirent avoir accès à ce fichier doivent préciser le numéro et la date du concours, le cas échéant, ainsi que le titre du poste et le lieu de travail. **Catégorie de personnes :** Employés qui font des demandes d'emploi ou qui sont engagées pour remplir, au sein de la Société, des postes temporaires ou permanents. **But :** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de Postes Canada. **Usages compatibles :** Les demandes d'emploi sont examinées lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées aux Dossiers individuels sur le personnel; certains des renseignements sont consignés sous forme électronique dans le module de Recrutement de Systèmes, applications et produits (SAP). Alder dans la planification de la relève et le perfectionnement professionnel; assurer une réponse aux candidats concernant leur demande d'emploi et leurs entrevues, et à traiter les plaintes, les appels et les griefs relatifs aux nominations et aux promotions (voir au fichier Griefs et arbitrages, SCP PPE 813). Il est possible d'afficher et de remettre aux agents des unités de négociation des renseignements personnels limités sur l'ancienneté, le personnel excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des renseignements personnels sur les candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001345 **Numéro de fichier :** SCP PPE 801

Droits de la personne

Description : Ce fichier réunit des documents confidentiels relatifs à des plaintes déposées concernant les droits de la personne et des rapports d'analyse et d'enquête et des documents sur les décisions prises lors de l'enquête et de la résolution desdites plaintes. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux et de la correspondance personnelle liée à la plainte en question. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. Certains des renseignements sont consignés sous forme électronique dans le module de renseignements personnels du Systèmes, applications et produits (SAP). **Catégorie de personnes :** Employés qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les employés qui sont présumés en être les responsables. **But :** Le présent fichier sert à l'enquête et au règlement des cas de

traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. **Usages compatibles :** Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de cinq années civiles après l'année où le dossier a été réglé, puis ils sont détruits. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001352 **Numéro de fichier :** SCP PPE 809

Équité en matière d'emploi
Description : Ce fichier réunit des données, informatisées et imprimées, d'équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet et leur lieu de l'emploi. **Catégorie de personnes :** Employés qui ont répondu au questionnaire d'auto-identification d'Équité en matière d'emploi. Les employés ne répondent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones. **But :** Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. **Usages compatibles :** Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire, la promotion, la rétention et le groupe d'emploi) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Développement des ressources humaines Canada. Certains des renseignements sont consignés dans le Systèmes, applications et produits (SAP). **Normes de conservation et de destruction :** Les dossiers informatisés sont conservés indéfiniment pour les employés en fonction. Les dossiers des employés ayant quitté leur emploi sont conservés pendant deux ans et sont ensuite détruits. **No. ADD :** 88/007

ADD : 91/020 Enregistrement (SCT) : 003158
Numéro de fichier : SCP PPE 840

Dossiers de supervision

Description : Ce fichier contient des notes et des

dossiers actifs concernant les employés, particulièrement dans les cas où les dossiers officiels des employés sont conservés à l'extérieur de l'emplacement de travail. Ces dossiers sont tenus à jour par quelques superviseurs et se composent principalement de copies de dossiers qui sont conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des sorties imprimées de Systèmes, applications et produits (SAP), des évaluations et des primes de rendement, des rapports d'accident, des évaluations de la capacité au travail, des lettres portant entre autre sur l'assiduité et les mesures disciplinaires, des imprimés de courrier électronique, des griefs et leurs réponses, ainsi que des demandes d'emplois concernant notamment les mutations et les dossiers (voir Dotation et emploi, SCP PPE 801; les trois volets du Dossier personnel de l'employé, SCP PPE 802, 808 et 815; Systèmes, applications et produits (SAP), SCP PPE 804; Griefs et arbitrages, SCP PPE 813; Demandes de règlement à la Commission des accidents de travail SCP, PPE 845; Dossier de santé de l'employé, SCP PPE 840; Réadaptation professionnelle, SCP PPE 851; et Cachets d'or et argent, SCP PPE 850). La documentation

originale pourrait comprendre des documents concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les dossiers, les employés sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent des demandes formelles au coordonnateur de la protection de la vie privée de la SCP doivent fournir le nom et le lieu de travail de leurs superviseurs(s). **Catégorie de personnes :** Employés en fonction ou ayant récemment quitté la SCP au sujet desquels les superviseurs possèdent des dossiers. **But :** Faciliter la supervision des employés, particulièrement dans les emplacements de travail éloignés. Les dossiers peuvent être consultés tant par les superviseurs que par les employés. **Usages compatibles :** Le fichier est utilisé pour contrôler les présences, traiter les demandes de congé, attribuer du travail, établir le calendrier des remplacements, consigner les réalisations spéciales et faire des recommandations aux programmes de reconnaissance envers les employés, imposer des mesures disciplinaires, répondre à des griefs, rapporter des blessures et préparer toute autre correspondance qui relève de l'administration quotidienne de l'unité de travail. **Normes de conservation et de destruction :** Les documents utilisés à des fins de résolutions doivent être retenus pendant une période minimale de deux ans. **No. ADD : 98/005 Enregistrement (SCT) : 003739**
Numéro de fichier : SCP PPE 803

Dossiers individuels sur le personnel (Avantages sociaux)

Description : Ce fichier contient des documents tels que des lettres d'autorisation (prime de rendement, prime de

bilinguisme, rémunération intermédiaire, formulaires de dotation, des demandes de règlement d'assurance maladie, d'assurance dentaire et d'assurance invalidité, ainsi que les données concernant les indemnités, les primes, les préables et les cessations d'emploi. Les autres documents à l'appui comprennent notamment les noms des personnes à charge aux fins des régimes de soins médicaux complémentaires et de soins dentaires, les copies d'extraits de naissance, de certificats de mariage / séparation / divorce, les désignations du plus proche parent en cas d'urgence, procurations et renseignements de succession tels que les noms des bénéficiaires. Certains des renseignements sont consignés sous forme électronique dans le système de Gestion des ressources humaines et administration des avantages sociaux (GRHAAS) et dans le module de Gestion du personnel de Systèmes, applications et produits (SAP). (A noter que des copies de dossiers relatifs aux indemnités, primes, préables et cessations d'emploi peuvent être conservés au volet «Rémunération» des Dossiers individuels des employés). **Catégorie de personnes :** Employés actuels ou ayant récemment cessé de travailler à la Société, qui sont admissibles aux avantages sociaux. **But :** Assister Postes Canada à gérer les avantages sociaux et le paiement des indemnités auxquels l'employé a droit. **Usages compatibles :** Les documents sont utilisés pour fournir l'information nécessaire à la gestion des avantages sociaux à la Société. L'information est partagée avec le Régime de retraite de Postes Canada et les fournisseurs de l'assurance médicale collective. Elle est également utilisée aux fins du traitement des demandes d'indemnités ainsi qu'au calcul de la prime de départ en fonction des années de service de l'employé à la Société. **Normes de conservation et de destruction :** Deux ans après l'année au cours de laquelle l'employé a quitté, les dossiers sont transférés aux Archives nationales du Canada et détruits au moment où l'employé atteint l'âge de quatre-vingt ans (sous réserve qu'il se soit écoulé deux ans depuis la dernière utilisation administrative). **No. ADD : 88/007 Enregistrement (SCT) : 001346 Numéro de fichier :** SCP PPE 802.

Dotation et emploi

Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, avis de concours, demandes de mutation, curriculum vitæ (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques, feuilles d'examen, tests et résultats, listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Un nombre illimité de documents peuvent également participer au Cheminement de carrière en vérification. (Les documents informatisés sont conservés dans le système électronique

Dossier de santé du personnel

Description : Ce fichier contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment : les documents, sur l'administration des premiers soins par l'infirmier ou l'administrateur en santé du travail, des certificats contenant des renseignements confidentiels d'ordre médical, des évaluations de la capacité au travail, des rapports médicaux, le consentement à la communication de renseignements, la correspondance avec les médecins, les notes sur l'évaluation de la santé des employés, la correspondance relative à l'acquisition de renseignements médicaux, les évaluations des capacités fonctionnelles, les plans d'intensification des tâches, le rapport des conseillers en réadaptation professionnelle, les analyses des exigences physiques, des rapports médicaux, les spéciaux sur l'exposition aux risques professionnels, les dossiers et la correspondance sur les demandes de consultation et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie. Certains renseignements peuvent être conservés sur support informatique. Il peut y avoir des dossiers du comité d'étude de cas conservés à part. **Catégorie de personnes :** Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service. **But :** Appuyer les programmes de santé professionnelle et de réadaptation. **Usages compatibles :** Ces dossiers servent à administrer des cas; à aider les employés à faire face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriés aux questions de santé; à justifier les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins ne comportant pas de renseignements confidentiels d'ordre médical peuvent être joints au au dossier personnel de l'employé; à aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et à offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. **Normes de conservation et de destruction :** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. Deux ans après la fin d'emploi, le dossier de Réadaptation professionnelle est versé au dossier de Santé de l'employé, classé par ordre alphabétique, puis placé dans des boîtes cellées. Ces boîtes sont acheminées aux Archives Nationales du Canada pour conservation; cependant, lorsque l'espace le permet, certaines régions gardent ces documents sur place. **No.**

de déclaration des paiements en trop et Système de paie. Certains des renseignements sont également consignés sous forme électronique dans le module de Gestion des temps de Systèmes, applications et produits (SAP). (À noter que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des feuillets TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (Avantages sociaux), SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par l'Agence des douanes et du revenu du Canada et par Développement des ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, les dates souhaitées et préciser s'ils recherchent des dossiers de paie particuliers ou des renseignements sur la paie. **Catégorie de personnes :** Tous les employés à l'emploi de Postes Canada ou l'ayant quittée récemment. **But :** Fournir la documentation nécessaire à l'appui des versements de salaires et d'avantages financiers aux employés. **Usages compatibles :** Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires et des avantages sociaux au sein de Postes Canada, notamment : calculer la paie, émettre les chèques des employés et répondre aux demandes de renseignements de ceux-ci concernant leur rémunération; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop); et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, etc. Les renseignements contenus dans ce fichier sont partagés avec le Régime de retraite agréé de la SCP (objet : administration des pensions), avec l'Agence des douanes et du revenu du Canada (objet : impôt et retenues), avec les commissions provinciales d'accidents du travail ainsi qu'avec les organismes provinciaux d'assurance-maladie. Ils sont également partagés avec Développement des ressources humaines Canada, notamment en ce qui concerne les cessations d'emploi, conformément à la Loi sur l'assurance-emploi et aux règlements connexes. Enfin, les dossiers de ce fichier servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail (SCP PPE 845) ainsi que les plaintes et les griefs relatifs à la paie (SCP PPE 813). **Normes de conservation et de destruction :** Deux ans suivant l'année de la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de quatre-vingt ans (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les dossiers cumulatifs annuels de l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national de déclaration des paiements en trop sont conservées pendant six ans après le dernier usage administratif. **No.** **Enregistrement (SCT) :** 002010 **ADD :** 88/007 **Numéro de fichier :** SCP PPE 815

Demandes / plaintes relatives à la Loi sur la

protection des renseignements personnels

Description : Ce fichier réunit les documents suivants :

formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables. Il contient aussi les documents sur les plaintes adressées aux coordonnateurs de la protection des renseignements personnels de Postes Canada et au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumis aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes d'accès ou des plaintes présentées. Certains des renseignements sont consignés dans le module de renseignements personnels de Systèmes (SAP). **Catégorie**

de personnes : Employés qui ont présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels aux coordonnateurs à la protection des renseignements personnels de Postes Canada, qui ont déposé une plainte interne ou formelle; ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. **But :** Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. **Usages**

compatibles : Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes et à préparer le rapport annuel au Parlement. Les mentions concernant les demandes, les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux. **Normes de conservation et de destruction :** Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits. **No. ADD :** 91/020 **Enregistrement (SCT) :** 001366 **Numéro de fichier :** SCP PPE 828

Dossiers individuels sur le personnel (Carrières)
Description : Ce fichier, également appelé fichier de « Gestion des ressources humaines – Employé », contient les évaluations du rendement (pour le personnel cadre et exempt et les employés membre de l'A.F.P.C. et de l'A.O.P.C.), les renseignements concernant la dotation, les lettres d'offre, les évaluations pendant la période de

probation, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'examen, les documents relatifs à l'examen des connaissances sur les langues officielles, les lettres de discipline, les prix (par exemple, Bravo et en matière de Service Excellence), les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'employés, les formulaires d'inventaire des ressources humaines, les formulaires de perfectionnement professionnel et autres renseignements comme le numéro d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. Certains des renseignements sont consignés sous forme électronique dans le module de Perfectionnement du personnel et le module Administration du Personnel du Système applications et produits (SAP). Ce fichier contient, entre autres, les renseignements personnels suivants : objectifs de rendement, examen des compétences, programmes de formation et de perfectionnement, examen de fin de semestre, rapports de période d'essai, plans d'amélioration et évaluations de fin d'année ainsi que les résultats de tests. **Catégorie**

de personnes : La plupart des employés actuels ou ayant récemment quitté Postes Canada. (Les dossiers de carrière n'existent pas encore dans certaines régions ou pour les membres de certaines unités de négociation). **But :** Appuyer le développement de la carrière de chaque employé. **Usages compatibles :** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, la planification de la relève, les mutations, les rétrogradations et les cessations d'emploi; pour mener les entrevues visant la discipline ou les problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail). **Normes de conservation et de destruction :** Les documents sont conservés pour dix ans suivant la fin de l'emploi avec Postes Canada, puis détruits. Les évaluations du rendement sont conservées pendant dix ans après l'année de leur établissement, sous réserve des dispositions connexes des conventions collectives. **No. ADD :** 91/020 **Enregistrement (SCT) :** 003546 **Numéro de fichier :** SCP PPE 808

Dossiers individuels sur le personnel (Rémunération)
Description : Ce fichier contient notamment des lettres d'autorisation, des feuilles T4 et d'autres renseignements sur les retenues d'impôt, les données pour le virement automatisé, les cotisations syndicales, le régime de pensions du Canada, les rabais, le régime d'épargne et, s'il y a lieu, les renseignements concernant les indemnités, les primes, les prélabes, les paiements en trop, la cessation d'emploi et les formulaires de congés relatifs aux demandes de prestations d'accident de travail. Certaines des données ont été informatisées et versées dans les systèmes de Ceridian et dans les systèmes suivants de Postes Canada : Système national

est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. **Normes de conservation et de destruction** : Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001362 **Numéro de fichier :** SCP PPE 821

Demandes de règlement à la Commission des accidents de travail

Description : Ce fichier contient divers types de

renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes

présentées aux commissions des accidents de travail et correspondance et formules connexes; opinions

juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains

renseignements médicaux peuvent également être conservés, notamment sur les blessures et maladies non

liées au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les

accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que

sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que

les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes

de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des

accidents de travail sont conservées au fichier Gestion du parc de véhicules, SCP PPE 825, et Réclamations -

gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale

lorsque requis par la Commission des accidents de travail. Les personnes qui désirent avoir accès à ce

fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure. Il

existe aussi une banque de données nationale de CAT qui reflète tous les coûts chargés à la SCP par le DRHC.

Catégorie de personnes : Employés de la Société blessés ou accidents au travail ou qui ont présenté un

rapport d'accident ou une demande de règlement aux commissions des accidents de travail. **But** : Appuyer les

programmes de la Commission des accidents de travail. **Usages compatibles** : Ces fichiers servent à aider les

employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions

pertinentes, l'éducation à la santé et des conseils professionnels; à autoriser les congés et les prestations (y

compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle)

qui ont trait aux blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux

commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés

pour blessure au travail (le SIDA et la banque de données de CAT servent au règlement des réclamations et au

redressement des comptes); à préciser les conditions auxquelles les employés soumis à certains risques

professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le

retour au travail; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail, à Développement des ressources humaines Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société. **Normes de conservation et de destruction** : Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé. **No. ADD :** 91/020 **Enregistrement (SCT) :** 003159 **Numéro de fichier :** SCP PPE 845

Demandes émanant d'organismes d'enquête - employés

Description : Ce fichier réunit des demandes déposées

par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est

acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent

avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet. **Catégorie de personnes** :

Employés qui font l'objet d'une enquête ou qui y participent. **But** : Le présent fichier a pour but d'assurer

que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des

renseignements personnels détenus par Postes Canada sont dûment autorisées. **Usages compatibles** : Les

documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter

la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des

renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société.

Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un

délégué, quand il y a enquête sur des cas de plaintes ou quand on procède à des vérifications. **Normes de**

conservation et de destruction : Les documents sont gardés pendant une période de deux ans suivant le

dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement

de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001342 **Numéro de**

fichier : SCP PPE 829

conservation qui leur sont applicables. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001763 **Numéro de fichier :** SCP PPE 818

Comptes fournisseurs
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, instructions relatives aux dépôts, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents conservés dans le fichier Réinstallation (SCP PPE 816). Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). **Catégorie de personnes :** Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des récomenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés. **But :** Ce fichier sert à payer les avantages financiers aux employés. **Usages compatibles :** Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années suivant l'année où les frais ont été engagés, puis ils sont détruits. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001361 **Numéro de fichier :** SCP PPE 820

Conflits d'intérêts
Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail. **Catégorie de personnes :** Tous les employés de Postes Canada, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels. **But :** Le présent fichier sert à la mise en oeuvre de la politique sur les conflits d'intérêts. **Usages compatibles :** Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. **Normes de conservation et de destruction :** Les documents sont conservés pendant les deux années suivant la cessation d'emploi ou la fin du conflit, réel ou potentiel, puis ils sont détruits. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002156 **Numéro de fichier :** SCP PPE 814

Contrôles de la fiabilité

Description : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, des empreintes digitales, jugements, appels et documents recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de sécurité des Systèmes, applications et produits (SAF). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur. **But :** Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles :** Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant les deux années suivant celle où s'est terminée la vérification et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **No. ADD :** 88/007 **Enregistrement (SCT) :** 001363 **Numéro de fichier :** SCP PPE 822

Contrôles sécuritaires

Description : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révolutions et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de la sécurité des Systèmes, applications et produits (SAF). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. **But :** Le présent fichier est une source d'information servant à déterminer la fiabilité des employés qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité. **Usages compatibles :** Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel. Le détail des enquêtes de la GRC et du SCRS

fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci. **Usages compatibles :** Les documents servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés cent (100) ans après que la cause a été jugée, puis ils sont détruits. **No. ADD :** 97/020 **Enregistrement (SCT) :** 002078 **Numéro de fichier :** SCP PPE 827

Aide aux employés
Description : Les Services à la famille du Programme d'aide aux employés (SFPAE) sont donnés à contrat. Tous les renseignements sont conservés au bureau des Services à la famille. Postes Canada ne possède aucun fichier ayant trait au Programme d'aide aux employés. Les Services à la famille peuvent conserver la gestion de ces dossiers sous forme imprimée ou électronique. Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragées à faire directement affaire avec les Services à la famille en composant le 1 800 668 9920. **Catégorie de personnes :** Un document est constitué lorsqu'un employé communique avec le service d'aide téléphonique (sans frais). **But :** Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de Postes Canada aux prises avec des problèmes personnels ou liés au travail, qui peuvent être résolus par des soins professionnels. **Usages compatibles :** Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres, à aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à évaluer des programmes. Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé. **Normes de conservation et de destruction :** SFPAE conserve les documents constitués pendant au moins sept ans. **No. ADD :** 91/020 **Enregistrement (SCT) :** 001354 **Numéro de fichier :** SCP PPE 811

Prix Cachets or et argent
Description : Ce fichier contient des données sur les mises en nomination visant les divers prix «Cachets or» et «Cachets argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. Les renseignements touchant les avantages impossibles sont transmis à la direction

Finances en vue de la production des relevés T-4. **Catégorie de personnes :** Les employés actuels qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de normes de service, service exceptionnel à la clientèle, croissance des affaires, dépassement de soi, bénévolat, leadership et équipe de l'année. Aussi les employés retraités qui ont été mis en nomination dans la catégorie participation au sein du club Héritage. **But :** Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP. **Usages compatibles :** On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes et externes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé (voir le fichier SCP PPE 802). **Normes de conservation et de destruction :** Les nominations rejetées et les documents qui s'y rattachent sont détruits immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant la base de données automatisées des Prix Cachets, sont conservés pendant cinq années après le dernier usage administratif, puis ils sont détruits. **No. ADD :** 91/020 **Enregistrement (SCT) :** 003160 **Numéro de fichier :** SCP PPE 850

Cas de responsabilité financière
Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. **Catégorie de personnes :** Employés de la Société ayant subi des pertes réelles ou soupçonnées. **But :** Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. **Usages compatibles :** Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte, puis ils sont détruits. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de

Société canadienne des postes

Chapitre 139

Fichiers particuliers

Administration des pensions

Description : Le fichier sur le Régime de retraite agréé de la Société canadienne des postes (RRASCP) contient des données sur les caractéristiques démographiques et la situation d'emploi des employés et des personnes retraitées couverts par le RRASCP. Notamment : date d'admissibilité, nombre d'années ouvrant droit à pension, numéro d'identification, date de naissance, le sexe, date du changement d'état civil, adresse et numéro de téléphone du domicile, indicateur d'unité de négociation, cotisables, chronologie d'embauche, date et motif de cessation d'emploi, montant des retenues aux fins de contribution, base des gains annuels cotisables, durée de la semaine de travail, statut de l'employé, liste de paie, information sur les retenues salariales, y compris l'état de tiers-saisi s'il y a lieu, renseignements bancaires, adresses postales des personnes retraitées et des survivants, crédits et retenues fiscales. Le numéro d'assurance sociale y est également consigné aux fins d'identification légale lors de la production des formulaires fiscaux appropriés. **Catégorie de personnes :** Il existe des dossiers et des données sur toutes les personnes à l'emploi de Postes Canada qui sont membres du RRASCP ou sont retraitées. Les personnes qui désirent avoir accès à leur dossier sont invitées à composer le numéro sans frais suivant : 1 877 480 9220. **But :** Calculer, autoriser et verser les prestations de pension à tous les membres du RRASCP et à leurs survivants.

Usages compatibles : Administrer, maintenir et verser les prestations d'employés et de retraités prévus par le régime, y compris les prestations de conjoint et les prestations de survivant, les prestations partagées des ménages dissous, les prestations de pension rachetée, les facteurs d'équivalence pour l'établissement des feuilles T4, les facteurs d'équivalence rectifiés pour l'établissement des feuilles T10, les facteurs d'équivalence pour services passés, le relevé personnel des prestations de retraite et le calcul du manque à contribuer éventuel de l'employé. Les données du fichier peuvent également être utilisées à des fins d'établissement de rapports statistiques et de feuilles de données destinées à aider à l'administration du régime. **Normes de conservation et de destruction :** Le calendrier de conservation est en cours d'élaboration. **No. ADD : Enregistrement (SCT) :** 005246 **Numéro de fichier :** SCP PPE 885

Affaires juridiques

Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels. **Catégorie de personnes :** Employés actuels de la Société et les employés qui l'ont quittée traitant de questions juridiques. **But :** Le présent fichier réunit des documents portant sur des avis et des conseils juridiques

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Divulgation interne d'information concernant des actes fautifs au travail

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Service correctionnel du Canada

Chapitre 138

Fichiers particuliers

Dossiers sur l'évaluation de la tuberculose
Description : Ce fichier renferme certains types, ou tous les types, de renseignements suivant : renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale sur la tuberculose, symptômes de la tuberculose, documentation ayant trait aux examens cutanés Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir. Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correctionnel du Canada ou de Santé Canada, ou à l'infirm(e) en service à Santé Canada. **Catégorie de personnes :** Employés actuels et anciens du SCC. **But :** Le but de ce fichier est de conserver des dossiers sur toutes les évaluations de la tuberculose sur les employés du SCC, d'exercer un contrôle sur la mise en œuvre des mesures de suivi et de prévention de la tuberculose, et fournir des données statistiques en matière de décisions scientifiques. **Usages compatibles :** Les renseignements peuvent servir à l'intérieur à des fins de gestion des programmes et à des fins de recherche, de

planification, d'évaluation, de statistiques, et pour des vérifications internes. Les renseignements peuvent aussi être remis à des représentants des provinces oeuvrant dans le domaine de la santé. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers sont conservés pendant cinq ans suivant la dernière évaluation. Lorsque survient l'expiration de la période de conservation, certains de ces dossiers sont alors placés sous la garde des Archives nationales du Canada aux fins des archives et les autres sont détruits. **No. ADD : Enregistrement (SCT) :** 003906 **Numéro de fichier :** SCC PPE 806

Prix et distinctions honorifiques
Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. **Catégorie de personnes :** Employés du Service correctionnel du Canada. **But :** Ce fichier a pour but d'identifier les employés qui sont candidats à des distinctions honorifiques ou qui les ont reçus. **Usages compatibles :** Organismes chargés de l'application des lois, autorités provinciales. **Normes de conservation et de destruction :** Les dossiers sont conservés durant six ans, puis ils sont détruits. Les dossiers qui ont des répercussions sur les précédents établis doivent être transférés aux Archives nationales à la

d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers des employés du SCC sont conservés par le Service au moins jusqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives ; au terme de cette période, le SCRS transfère le dossier aux Archives nationales du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont détruits. Les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement sont conservés pour cinq ans après la terminaison d'emploi puis ils sont examinés en vue de leur retrait. **No. ADD :** 95/022 **Enregistrement (SCT) :** 003784 **Numéro de fichier :** SRS PPE 808

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance

concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but d'émagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS. **Usages compatibles :** Administrer les fonctions touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. ADD :** 99/004 **Enregistrement (SCT) :** 002146 **Numéro de fichier :** SRS PPE 819

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

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des fins de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés jusqu'à ce que l'employé atteigne 90 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada ; les autres doivent être détruits. **No. ADD** : 2003/007

Enregistrement (SCT) : 003300 **Numéro de fichier** : SRS PPE 827

Services du personnel du SCRS

Description : Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le code d'identification de dossier personnel ; l'adresse personnelle ; la citoyenneté ; des renseignements sur les études (relevés de notes, certificats et diplômes) ; des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme ; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique ; les curriculum vitae et les références ; l'emplacement des organismes concernés ; les nominations et les mutations ; les évaluations du rendement, y compris le niveau de rendement de l'employé (habiletés, aptitudes, réalisations et intérêts) ; et les évaluations, à l'interne et à l'externe, de leurs aptitudes en gestion ; les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée d'emploi ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; ainsi que des informations sur les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passaports et les permis d'arme à feu nécessaires pour occuper le poste ; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. À cet égard, les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qu'il les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier renferme aussi des résumés de décisions concernant la dotation ; les présences et les congés, y compris les

registres des congés et des présences et les certificats médicaux pour les congés de maladie ; des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour raisons médicales ; des données sur la planification de la relève, la formation et le perfectionnement ; des décisions concernant les indemnités et l'aptitude au travail ; ainsi que des renseignements sur la discipline et les cotes de sécurité. La plupart des renseignements concernant ces sujets se trouvent toutefois dans divers autres fichiers. **Catégorie de personnes** : Employés du SCRS et certains candidats à un poste (ex., pour ce qui est des renseignements touchant les langues officielles). **But** : Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel. **Usages compatibles** : Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la dotation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la rémunération et aux avantages sociaux, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotes de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à la Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants : Système d'information des titulaires, Système de rapports sur les congés, Système d'information sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des emplois, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de gestion des carrières, Système de données sur les postes et Système Informatisées statistiques (CFF PCE 761) de la Commission de la Fonction publique et de Secrétaire du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est confié par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification,

organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrêt et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les documents relatifs aux taux de rémunération, aux heures travaillées, les autres documents d'usage ainsi que la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, sont examinés en vue de leur retrait deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'État ou exécuter des ordonnances de saisie-arrêt ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrees et l'ordonnance de saisie-arrêt ou de distraction ne soit plus en vigueur. Les autres documents qui se rapportent à la rémunération sont conservés jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après sont décès, pourvu que deux ans soient écoulés depuis la dernière utilisation du dossier pour fins administratives. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002130 **Numéro de fichier :** SRS PPE 823

Santé et sécurité au travail

Description : Ce fichier comprend des dossiers sur les blessures au travail et des rapports sur la santé au travail. Ces documents sont conservés par le SCRS aux Services de santé. Ce fichier contient également des renseignements sur le Comité de santé et de sécurité au travail. Développement des ressources humaines Canada ou l'organisme provincial responsable conservent les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de santé et de sécurité au travail au SCRS.

notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à la sécurité au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de santé et de sécurité au SCRS. **Usages compatibles :** Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux ; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci ; assurer que des individus soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers médicaux d'un individu sont conservés par le Service au moins jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après son décès, pourvu que deux ans se soient écoulés depuis la dernière utilisation du dossier pour fins administratives. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002140 **Numéro de fichier :** SRS PPE 813

Services de santé

Description : Ce fichier renferme des dossiers sur les blessures au travail ainsi que des évaluations sur la santé au travail. Les employés qui désirent prendre connaissance des résultats de leur tests psychologiques ou médicaux peuvent le faire en présence d'un préposé désigné. Les instructions sur la façon de communiquer avec celui-ci leur sont données pendant le processus d'examen des demandes, à moins que les candidats précisent qu'ils ne souhaitent pas connaître les résultats de leurs tests. **Catégorie de personnes :** Les employés du SCRS. **But :** Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé ; présenter des recommandations lorsque la santé constitue un critère déterminant eu égard à la dotation d'un poste ; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance ; et évaluer les qualités et les compétences particulières des candidats par rapport aux qualités souhaitées pour certaines fonctions. **Usages compatibles :** L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux ; être utilisée par des médecins pour poursuivre un traitement ou par un médecin qui préside l'examen des dossiers de santé ; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions ; être utilisée à

servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification, ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise. **No. ADD : 98/005 Enregistrement (SCT) : 003631**

Numéro de fichier : SRS PPE 830

Primes d'encouragement et distinctions

Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. **Catégorie de personnes** : Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson. **But** : Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou admissibles à la Bourse Sir William Stephenson. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant 12 ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont conservées pendant deux ans. Les dossiers sont transférés aux Archives nationales si les suggestions des employés ont mené à des changements importants au niveau des politiques. **No. ADD : 2003/007 Enregistrement (SCT) : 002152 Numéro de fichier :**

SRS PPE 822

Programmes d'équité en matière d'emploi et du multiculturalisme

Description : Ce fichier contient des renseignements personnels sur les employés et certaines initiatives d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. **Catégorie de personnes** : Employés du Service. **But** : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenances à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur l'équité en matière d'emploi et la Loi sur la protection des renseignements personnels. **Usages compatibles** : Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les dossiers sur l'équité en matière d'emploi sont conservés au moins deux ans, puis ils sont examinés en vue de leur retrait. Les données contenues dans ce fichier peuvent également servir à des fins de vérification. **No. ADD : 98/005 Enregistrement (SCT) : 002133**

Numéro de fichier : SRS PPE 824

Rémunération et avantages sociaux

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et

donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier Services du personnel du SCRS, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les congés ; Système de rapports sur les services supplémentaires ; Système d'information sur les langues officielles ; Programme d'avancement professionnel des agents de renseignements ; Système sur les congés sans solde ; et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers généraux sur les cours sont conservés pendant deux ans. La liste des cours suivis par chaque employé est conservée jusqu'à ce que celui-ci atteigne l'âge de 90 ans. Les dossiers sur la formation spécialisée sont conservés pendant dix ans puis transférés aux Archives nationales du Canada. **No. ADD :** 2003/007 **Enregistrement (SCT) :** 002138 **Numéro de fichier :** SRS PPE 811

Griefs et arbitrage

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et les analyses ; et toute la

Mécanisme de recours lié à la classification
Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute l'information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. **Catégorie de personnes :** Employés du SCRS. **But :** Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification. **Usages compatibles :** Les renseignements contenus dans ce fichier peuvent

Mécanisme de recours lié à la classification
Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute l'information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. **Catégorie de personnes :** Employés du SCRS. **But :** Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification. **Usages compatibles :** Les renseignements contenus dans ce fichier peuvent être transférés dans le fichier des mesures disciplinaires. **Catégorie de personnes :** Employés de l'institution. **But :** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. **Normes de conservation et de destruction :** Les dossiers sont examinés en vue de leur retrait deux ans après la date de la dernière mesure administrative qui a été prise. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003298 **Numéro de fichier :** SRS PPE 825

Harcèlement et discrimination en milieu de travail
Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination ; les rapports d'entrevue avec les témoins des incidents ; les récapitulatifs des enquêtes faites par la direction ; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires. **Catégorie de personnes :** Employés de l'institution. **But :** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. **Normes de conservation et de destruction :** Les dossiers concernant les griefs et l'arbitrage sont conservés pendant trois ans après le règlement définitif du différend, puis ils sont examinés en vue de leur retrait. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002143 **Numéro de fichier :** SRS PPE 816

d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS ; et sont détruits au bout de sept ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins dix ans, puis détruites. (SCT) : 002142 **Numéro de fichier** : SRS PPE 815

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours de mutation ; les listes de mises à pied ; les imprimés d'ordinateur relatifs au répertoire des ressources humaines ; les demandes d'emploi ; les listes de candidats ; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation ; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; les avis relatifs au droit d'appel et les documents à cet égard ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qu'ils concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Catégorie de personnes : Employés du SCRS. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS.

Usages compatibles : Sélectionner des candidats, utiliser pour la dotation de postes au sein du SCRS.

renseignements, il faut, le cas échéant, donner le numéro
 du concours. Ce système peut servir de source
 d'information pour le Fichier de données sur le
 programme d'équité en matière d'emploi, la Commission
 de la Fonction publique, Statistique Canada, ainsi que
 d'autres ministères et organismes fédéraux. On peut
 servir de ce système comme source d'information ou
 comme lien pour les fichiers suivants : Système
 d'information des titulaires ; Système
 d'information des titulaires ; Système de rapports sur les
 services supplémentaires ; Système d'information sur les
 langues officielles ; Fichier d'information sur la mobilité

des employés ; Système sur les congés sans solde ;
Système de collecte de données sur les postes ; et le
fichier des systèmes informatiques (CFFP PCE
761) que détient la Commission de la Fonction publique.
Il est également possible d'établir des liaisons avec les
fichiers énumérés ci-dessus. Toutes les liaisons
concernant l'administration des ressources humaines et
des plans de rémunération sont conformes aux
dispositions de la Loi sur la protection des
renseignements personnels. Ces renseignements peuvent
également servir à des fins de recherche, de vérification,
de planification, d'évaluation et de statistiques. **Normes
de conservation et de destruction** : Les dossiers sont
conservés au moins deux ans après l'expiration de la liste
d'admissibilité utilisée pour combler un poste ou deux
ans après toute mesure administrative, puis ils sont
examinés en vue de leur retrait. **No. ADD** : 98/005
Enregistrement (SCT) : 002136 **Numéro de fichier** :

Enquêtes sur les agissements illicites
Description : Ce fichier renferme les allégations, les rapports d'enquête, les comptes rendus d'entrevue, les rapports au Solliciteur général du Canada et la correspondance connexe, qui ont été reçues ou préparées, conformément au paragraphe 20(2) de la Loi sur le Service canadien du renseignement de sécurité, sur les activités d'employés du SCRS qui ont peut-être agi illicitement dans l'exercice de leurs tâches et de leurs fonctions pour le Service, conformément à la Loi sur le SCRS. **Catégorie de personnes :** Personnes visées par des enquêtes menées en vertu du paragraphe 20(2) de la Loi sur le SCRS. **But :** Enquêter sur les allégations d'agissements illicites de la part d'employés du SCRS et prendre les mesures correctives nécessaires. **Usages**

Normes de conservation et de destruction : Tous les dossiers sont transférés aux Archives nationales après 12 ans, en prenant soin d'enlever le nom des individus concernés. **No. ADD :** 98/001 **Enregistrement (SCT) :** 002761 **Numéro de fichier :** SRS PPE 832

Formation et perfectionnement
Description : Ce fichier comprend des données personnelles notant : les demandes de cours et les évaluations ; le numéro de dossier personnel ; les résultats des examens et les certificats ; les relevés de paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou

d'entrée dans ce cadre. **But :** Tenir des dossiers sur la représentation des employés lors du règlement de leurs plaintes ou de leurs griefs, y compris des dossiers touchant l'application des politiques de Ressources humaines et l'aide aux employés faisant face à des mesures disciplinaires. **Usages compatibles :** Réserve à l'administration au sein de l'Association des employés. Conformément au Règlement sur la protection des renseignements personnels, les données sont conservées pour au moins deux ans une fois épuisées toutes les voies de recours, la demande écrite de l'employé concerné, les documents peuvent être détruits immédiatement. **No. ADD :** 98/001 **Enregistrement (SCT) :** 003970 **Numéro de fichier :** SRS PPE 831

Conduite et mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi ; les témoignages ; les opinions juridiques ; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires sont joints au dossier de rendement de l'employé. **Catégorie de personnes :** Employés du SCRS autres que les personnes nommées ou détachées au Service. **But :** Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages sociaux ; aux présences et aux congés ; à la sécurité interne ; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont examinés en vue de leur retrait deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit. **No. ADD :** 2003/007 **Enregistrement (SCT) :** 002144 **Numéro de fichier :** SRS PPE 817

Conflits d'intérêts
Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits

d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions. **Catégorie de personnes :** Employés du SCRS. **But :** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi ; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS ; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents ; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. **Usages compatibles :** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification. **Normes de conservation et de destruction :** Le SCRS conserve ces documents pendant la durée d'emploi, puis deux ans, puis ils sont examinés en vue de leur retrait. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003299 **Numéro de fichier :** SRS PPE 826

Cotes de sécurité (Antérieurement autorisations sécuritaires)
Description : Ce fichier contient tous les antécédents personnels ; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC) ; des cartes d'empreintes digitales ; les antécédents criminels ; le numéro d'assurance sociale ; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'emploi. **Catégorie de personnes :** Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale ou personnes qui ont reçu des cotes de sécurité grâce au parrainage du SCRS. **But :** Ce fichier vise à consigner des renseignements concernant l'établissement de la cote de sécurité s'appliquant à l'employé et aux personnes visées par la rubrique * Catégorie de personnes + ci-dessus, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions

d'entrée dans ce cadre. **But :** Tenir des dossiers sur la représentation des employés lors du règlement de leurs plaintes ou de leurs griefs, y compris des dossiers touchant l'application des politiques de Ressources humaines et l'aide aux employés faisant face à des mesures disciplinaires. **Usages compatibles :** Réserve à l'administration au sein de l'Association des employés. Conformément au Règlement sur la protection des renseignements personnels, les données sont conservées pour au moins deux ans une fois épuisées toutes les voies de recours, la demande écrite de l'employé concerné, les documents peuvent être détruits immédiatement. **No. ADD :** 98/001 **Enregistrement (SCT) :** 003970 **Numéro de fichier :** SRS PPE 831

Conduite et mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi ; les témoignages ; les opinions juridiques ; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires sont joints au dossier de rendement de l'employé. **Catégorie de personnes :** Employés du SCRS autres que les personnes nommées ou détachées au Service. **But :** Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages sociaux ; aux présences et aux congés ; à la sécurité interne ; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont examinés en vue de leur retrait deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit. **No. ADD :** 2003/007 **Enregistrement (SCT) :** 002144 **Numéro de fichier :** SRS PPE 817

Conflits d'intérêts
Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits

Service canadien du renseignement de sécurité

Chapitre 137

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Équité en matière d'emploi

Évaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Fichiers particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information. **Catégorie de personnes :** Les employés du SRS victimes d'accidents d'automobile, de bateau, d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. **But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SRS. **Usages compatibles :** Déterminer la responsabilité des accidents et approuver le règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Deux ans après l'accident s'il n'y a pas eu de réclamation ou de poursuite contre la Couronne. Dans les cas qui résultent en une réclamation, les documents sont examinés en vue de leur retrait six ans après sa conclusion. Les documents qui portent sur les poursuites contre la Couronne sont examinés en vue de leur retrait dix ans après la conclusion desdites poursuites. **No. ADD :** 98/001,

Aide aux employés

Description : Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport volontaire ; les dossiers de mise en rapport avec des professionnels de la santé et les rapports et la correspondance provenant de ces derniers. **Catégorie de personnes :** Employés et anciens employés, leurs partenaires et membres de la famille immédiate. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. **Usages compatibles :** Étayer les décisions de nature administrative ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés au moins deux ans après la date la plus récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier, puis ils sont examinés en vue de leur retrait. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002147 **Numéro de fichier :** SRS PPE 820

Association des employés

Description : Ce fichier contient des renseignements sur les employés du SRS et renferme des documents ou des données concernant le règlement des plaintes, des griets et/ou des mesures disciplinaires. **Catégorie de personnes :** Tous les employés non syndiqués, y compris les employés nommés pour une période déterminée qui sont en poste depuis six mois, à l'exception des employés du cadre de gestion dans le cas où la période de conservation dépasserait leur date

l'information particulière et/ou générale pour des recherches. **Catégorie de personnes** : Il vise les personnes qui communiquent avec la présidente du Conseil du Trésor ou des représentants du Secrétaire du Conseil du Trésor au sujet de leur plainte de harcèlement.

But : Ce fichier sert également à consigner de l'information nécessaire pour répondre à la correspondance portant sur les plaintes de harcèlement.

Usages compatibles : Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches. **Normes de conservation et de destruction** : Après dix ans, les fichiers sont envoyés aux Archives nationales du Canada. **No. ADD** : 93/031

Renvoi au dossier # : SCT DPP 340 **Enregistrement (SCT)** : 003582 **Numéro de fichier** : SCT PPE 804

Prix d'excellence

Description : Le fichier comprend des informations sur les employés du Secrétaire du Conseil du Trésor

designés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. **Catégorie de personnes** : Tous les employés du Secrétaire du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires.

But : Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. **Usages compatibles** : Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes

d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction** : Le fichier général est conservé pendant 10 ans et transféré aux Archives nationales du Canada. Les autres fichiers sur les illustrations, les finances, les nominations, les exposés et les communications sont conservés pendant 10 ans et puis détruits. **No. ADD** : 93/031 **Renvoi au dossier** # : SCT CDS 021 **Enregistrement (SCT)** : 005066

Numéro de fichier : SCT PPE 802

Programme d'affectations ministérielles
Description : Le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des affectations, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. **Catégorie de personnes** : Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères.

But : Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. **Usages compatibles** : Les renseignements servent à désigner les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques.

Normes de conservation et de destruction : À déterminer. **Renvoi au dossier** # : CFP PCE 762 **Enregistrement (SCT)** : 005067 **Numéro de fichier** : SCT PPE 805

Réseau d'aménagement pour les personnes handicapées employées au sein de la fonction publique fédérale

Description : L'information recueillie comprend le nom, le sexe, le ministère ou l'organisme employeur, la description du poste, du type d'aide sollicitée, le statut personnel (déficience physique ou assistée), la langue préférée, l'évaluation pour l'aménagement du lieu de travail (provisions spécifiques de l'assistance requise, description du lieu de travail, si d'autres personnes ayant une déficience travaillent dans le même secteur, adaptation du lieu de travail ainsi que le nom du superviseur à qui demander de l'information). **Catégorie de personnes** : Les personnes handicapées employées de la fonction publique fédérale, les gestionnaires, les chefs d'équipe, les coordinateurs en EE. **But** : Information sur l'aide fournie aux personnes handicapées ou sollicitée par les personnes handicapées employées de la fonction publique fédérale. **Usages compatibles** : Renseignements statistiques (chiffres seulement) et création d'un répertoire des mesures relatives aux aménagements spéciaux dans le But d'améliorer la planification des futurs programmes. L'information pourrait être partagée dans le But de régler les questions d'aménagement en milieu de travail (avec la permission du répondant). **Normes de conservation et de destruction** : Deux ans après la dernière entrée administrative. **Enregistrement (SCT)** : 005081

Numéro de fichier : SCT PPE 810

Voyages et réinstallations et autres dépenses
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse, de frais de cotisations, de frais d'inscription ainsi que de paiements divers. **Catégorie de personnes** : Employés du Secrétaire du Conseil du Trésor. **But** : Ce fichier a pour But d'émagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement aux employés. **Usages compatibles** : L'information sert à des fins administratives, en particulier, l'approbation des questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. ADD** : 85-001 **Renvoi aux dossiers** # : SCT DPP 080, 090 **Enregistrement (SCT)** : 001135 **Numéro de fichier** : SCT PPE 801

gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Données électroniques sont conservées pendant une période de 25 ans et ensuite détruits. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002321 **Numéro de fichier :** SCT PCE 716

Fichiers particuliers

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des signatures, des noms et prénoms, ainsi que des numéros de laissez-passer pour les employés du SCT/Ministère des Finances ainsi que pour les personnes qui doivent régulièrement venir sur les lieux du SCT/Ministère des Finances. Le fichier contient aussi de l'information relative à l'accès/l'évacuation des emplacements. Les renseignements pour les cartes d'identification/laissez-passer sont recueillis par un bulletin de souscription et gardés dans un fichier automatisé. On peut accéder à l'information en fournissant le nom au complet ou le numéro du laissez-passer. Le fichier contient aussi des renseignements en ce qui a trait à l'accès ou l'évacuation de certains emplacements. Ces renseignements sont recueillis par les moyens suivants : formulaires d'identification, correspondance et vidéocassette ou caméra. **Catégorie de personnes :** Les employés du SCT/Ministère des Finances ou d'autres ministères qui travaillent ou visitent les emplacements du SCT/Ministère des Finances ainsi que les entrepreneurs qui accèdent à l'édifice régulièrement. **But :** Ce fichier a pour but de tenir l'information relative à la délivrance, annulation et utilisation des cartes d'identification et laissez-passer. Pour des raisons de sécurité ces cartes sont utilisées pour contrôler l'accès à l'édifice, à certaines zones de l'édifice ; elles fournissent aussi une sécurité aux occupants et biens de l'immeuble. **Usages compatibles :** Pour des raisons de sécurité, les renseignements sont utilisés pour : contrôler l'accès et l'évacuation de certains immeubles, fournir la sécurité aux employés ainsi qu'aux biens immobiliers, produire des rapports d'analyse statistique ou pour investigation d'incidents ainsi que la délivrance de cartes d'identification et laissez-passer. **Normes de conservation et de destruction :** Les renseignements ayant trait à l'accès et l'évacuation des immeubles du SCT/Ministère des Finances sont gardés dans un fichier automatisé pour raison de sécurité et sont ensuite détruits. Les renseignements recueillis en dehors des heures de travail ou par les fiches de contrôle d'entrées sont gardés pour une période de deux ans

le code d'identification de dossier personnel, la date de l'emploi. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'emploi. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur l'équité en matière d'emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la fonction publique, la Commission des relations de travail dans la fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des rapports sur les services sur les congés; Système de rapports sur les postes et la classification; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la

Renvoi au dossier # : SCT DPP 415 **Enregistrement (SCT) :** 001134 **Numéro de fichier :** SCT PCE 707

Système de surveillance du réaménagement des

effectifs (SSRE)

Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné.

Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). **Catégorie de personnes :** Tous les employés, y compris des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la partie 1 de l'annexe 1 de la LRTFP, qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) ou la politique de transition dans la carrière des cadres (TCC) qui, conformément à la politique, reçoivent une rémunération en remplacement de la partie non expirée de la période de priorité d'excédentaire. **But :** Ce système a servi à surveiller la mise en œuvre des politiques de réaménagement des effectifs des programmes d'encouragement au départ, et la politique de transition dans la carrière des cadres, et à déterminer si les ministères s'y conformaient en permanence. **Usages compatibles :** Le SSRE a été mis au point à l'intention des groupes responsables des politiques connexes au Secrétariat du Conseil du Trésor. Des extraits électroniques périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis aux utilisateurs.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents n'existent pas. **No. ADD :** 93/031 **Enregistrement (SCT) :** 005065 **Numéro de fichier :** SCT PCE 732

Système sur les congés sans solde

Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des effectifs (SSRE))

Renvoi au dossier # : SCT DPP 415 **Enregistrement (SCT) :** 001134 **Numéro de fichier :** SCT PCE 707

Système de surveillance du réaménagement des

effectifs (SSRE)

Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné.

Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). **Catégorie de personnes :** Tous les employés, y compris des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la partie 1 de l'annexe 1 de la LRTFP, qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) ou la politique de transition dans la carrière des cadres (TCC) qui, conformément à la politique, reçoivent une rémunération en remplacement de la partie non expirée de la période de priorité d'excédentaire. **But :** Ce système a servi à surveiller la mise en œuvre des politiques de réaménagement des effectifs des programmes d'encouragement au départ, et la politique de transition dans la carrière des cadres, et à déterminer si les ministères s'y conformaient en permanence. **Usages compatibles :** Le SSRE a été mis au point à l'intention des groupes responsables des politiques connexes au Secrétariat du Conseil du Trésor. Des extraits électroniques périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis aux utilisateurs.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents n'existent pas. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005059 **Numéro de fichier :** SCT PCE 720

Système Versements/Retenues

Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des effectifs (SSRE))

les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de d'information sur les postes et la classification; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits. **No. ADD** : 93/031 et 94/011 **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 005058

Système de rapports sur les services supplémentaires
Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. **Catégorie de personnes** : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'utilisation du surtemps et des services supplémentaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance de la politique relative au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à

l'information et de la Loi sur la protection des renseignements personnels **Usages compatibles** : Ce système de d'information sur les postes et la classification; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés : les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Tous les documents à l'exception de ceux portant sur les négociations sont conservés pendant 10 ans et puis détruits. Les documents sur les négociations sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD** : 93/031 et 94/011 **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 005054

Système de suivi des griefs de classification
Description : Ce fichier peut contenir de l'information sur tous les aspects des griefs, portant sur la classification des postes déposés par les employés conformément à la politique sur les griefs de classification, soit le titre du poste, sa classification et sa cote, son numéro et le numéro du poste du superviseur, le nom de l'employé et son code d'identification de dossier personnel, les délibérations et la recommandation du comité. Le système est lié au Système d'information sur les postes et la classification (SIPC). **Catégorie de personnes** : Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification. **But** : Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas. **Usages compatibles** : L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification serait respecté. **Normes de conservation et de destruction** : Les documents sont conservés pendant une période de 10 ans, puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD** : 93/031

déterminée de plus de trois mois. **But :** En vertu de la Loi sur les langues officielles de 1988, le président du Parlement sur la situation des programmes de langues officielles dans ces institutions. **Normes de conservation et de destruction :** Les dossiers informatisés : les dossiers sont transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : La période de conservation des documents est à déterminer. **No. ADD :** 94/004

SCT PCE 703

Enregistrement (SCT) : 005061 **Numéro de fichier :** 005051 **Système d'information sur l'exclusion (EXCL)**

Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion. **Catégorie de personnes :** Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les informations d'intérêt pour les activités de gestion du personnel sont recueillies en vertu des autorisations et obligations précises à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, la Banque de données sur l'équité en emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titres/titulaires; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le Système

d'information sur les postes et la classification. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les données informatisées : les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et ensuite détruits. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005051 **Numéro de fichier :** SCT PCE 714

Système de rapports sur les congés

Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précises à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour la Banque de données sur l'équité en emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titres/titulaires; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le Système

ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titres/titulaires; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le Système

appuyer l'élaboration et l'administration du système de classification et du Programme des langues officielles. La fiche de poste comporte le code d'identification du dossier personnel (CIDP). On y retrouve également des données sur la classification du poste, le Système d'information sur les langues officielles (SILIO) et le Système de collecte de données sur les postes (SCDP). **Catégorie de personnes** : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu. **Usages compatibles** : Ce système peut servir de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers

énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés : Une entente sera conclue pour le transfert des dossiers annuels des données des SIPC aux Archives nationales du Canada. Les données du Système d'information sur les langues officielles (SILIO) et du Système d'information des postes du groupe de la direction **Description** : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans la Fonction publique. **Catégorie de personnes** : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique). **But** : Aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des postes du groupe de la direction. **Usages compatibles** : Sert aussi pour la recherche et à des fins statistiques. **Normes de conservation et de destruction** : Dossiers informatisés : transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD** : 93/031 **Enregistrement (SCT)** : 005053 **Numéro de fichier** : SCT PCE 736 **Système d'information sur les langues officielles (SILIO II)** **Description** : Le SILIO II est un fichier central contenant des renseignements sur les ressources nécessaires aux institutions pour leur permettre de s'acquitter de leurs obligations en matière de langues officielles. Le fichier peut contenir les noms des employés et des renseignements notamment sur la catégorie d'emploi, la première langue officielle, les exigences de communication relativement au service au public, les services internes et la surveillance. Source des données : les données proviennent des institutions soit au moyen d'un rapport sommaire en complétant 5 formulaires ou encore en soumettant un fichier électronique des données sur une base annuelle. **Catégorie de personnes** : Tous les employés des institutions fédérales et des organismes privés assujettis à la Loi sur les langues officielles à l'exception des employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période

indirectement des données par l'intermédiaire du Système d'information sur les postes et la classification (SIPC) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le code d'identification de dossier personnel est attribué à chaque fonctionnaire fédéral. **Catégorie de personnes** : Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. **But** : La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. **Usages compatibles** : La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en œuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. **Normes de conservation et de destruction** : Données informatiques : les dossiers n'ont pas de valeur historique et peuvent être détruits au moment où les besoins opérationnels ont été comblés. Dossiers textuels et électroniques : ces fichiers textuels et électroniques n'existent pas. **No. ADD** : 93/031

Enregistrement (SCT) : 005049 **Numéro de fichier** : SCT PCE 733

Système d'information des titulaires

Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues. **Catégorie de personnes** : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à

la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération, les langues officielles, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système sert de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. Des données globales sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Rétenués; Système de rapports sur les congés; Système d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et la perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la Fonction publique, Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés sont transférés aux Archives nationales du Canada à chaque année pour être gardés. Dossiers textuels et électroniques : Les documents sont conservés pendant 10 ans et sont généralement transférés aux Archives nationales du Canada. **No. ADD** : 93/031 et 94/011 **Renvoi au dossier #** : SCT DRT 510

Enregistrement (SCT) : 002316 **Numéro de fichier** : SCT PCE 723

Système d'information sur la classification des postes

Description : Ce fichier renferme le dossier de classification du poste de chaque employé de l'administration fédérale et peut contenir de l'information sur les numéros de poste. Le système sert avant tout à

du leadership et fait par la Commission de la fonction publique. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004469
Numéro de fichier : RL PCE 725

Ressourcement des sous-ministres adjoints – Sans

compétition
Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours sans compétition). **Catégorie de personnes :**

Functionnaires. **But :** Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004470
Numéro de fichier : RL PCE 730

Service de courrage (programme d'affectations)

Description : Ce fichier contient des renseignements tels que le nom, l'adresse, le numéro de téléphone, la classification, le ministère, la langue, les antécédents professionnels, le statut d'emploi actuel, le curriculum vitae, une évaluation des compétences et le résultat des présentations. **Catégorie de personnes :** Les employés de la fonction publique fédérale (y compris les employeurs distincts et les sociétés de la couronne) en finance, vérification interne, évaluation de programmes et d'affectation interministérielle. **But :** Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le But de les référer aux ministères qui cherchent à combler des affectations. **Usages compatibles :** Le fichier est utilisé pour identifier les employés en vue de les référer pour une affectation. Il sert également à des fins statistiques et à la planification des ressources humaines. **Normes de conservation et de destruction :** La période de conservation reste à déterminer. **Enregistrement (SCT) :** 002870 **Numéro de fichier :** SCT PCE 740

Système d'examen des normes de classification

Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant

Ressourcement des sous-ministres adjoints – Concours ouvert

Description : Ce fichier peut contenir l'autorisation sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique (rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenue(s), le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours). **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires. **But :** Ce fichier sert à conserver et à fournir l'information relative aux concours de sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier est utilisé pour fournir des renseignements au sujet de la sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004381
Numéro de fichier : RL PCE 710

Ressourcement des sous-ministres adjoints – Mutation du bassin

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer l'action de mutation pertinente. **Catégorie de personnes :**

Functionnaires. **But :** Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau

Régimes de pensions spéciaux
Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des

SCT PCE 721

Enregistrement (SCT) : 001744 **Numéro de fichier :**

Renvoi au dossier # : SCT DRT 440, 470
 Canada pour être conservés. **No. ADD :** 94/011
 échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011
 conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011
conservation et de destruction : Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011
Normes de
 recherches et aux fins de référence. **Normes de**
 fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. **Normes de**
Usages compatibles : Ce
 pour présenter leurs griefs. **Usages compatibles :** Ce
 des emplois qui ont demandé une prorogation du délai
 griefs. **But :** Ce fichier a pour objet de tenir un registre
 demandé une prorogation du délai pour présenter leurs
 relations de travail dans la Fonction publique) qui ont
 publique (Annexe 1 de la Partie 1 de la Loi sur les
 de personnes : Tous les employés de la Fonction
 publique. Il peut contenir le nom des employés. **Catégorie**

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. Il peut contenir le nom des employés. **Catégorie**

Prolongation du délai pour présenter un grief

fichier : SCT PCE 741

Enregistrement (SCT) : 005082 **Numéro de**
 prix.
 après la prise de la décision relative à l'attri Bution du
 candidature) sera conservé pour un minimum de dix ans
 récipiendaire d'un prix (y compris son dossier de mise en
 relative à l'attri Bution des prix. Le dossier concernant le
 un minimum de cinq ans après la prise de la décision
 dossiers de mise en candidature seront conservés pour
Normes de conservation et de destruction : Les
 piste de vérification pour le processus de sélection.
 d'excellence de la communauté AIPRP, et à fournir une
 à établir des précédents en rapport avec les prix
compatibles : L'information contenue dans ce fichier sert
 d'excellence de la communauté AIPRP. **Usages**

et/ou sélectionnées pour l'attri Bution d'un prix
 un registre de toutes les personnes mises en candidature
 communauté AIPRP. **But :** Le fichier a pour But de tenir
 candidature pour l'attri Bution d'un prix d'excellence de la
 la communauté AIPRP ou toute autre personne mise en
de personnes : Tous les employés passés et actuels de
 prix d'excellence de la communauté AIPRP. **Catégorie**
 candidat, conformément aux critères d'attri Bution des
 Bution méritoire liée aux fonctions ou aux réalisations du
 comprendre le curriculum vitae, la justification de la contri
 communauté AIPRP. Les renseignements peuvent
 pour l'attri Bution d'un prix d'excellence de la
 personnes (AIPRP) et dont la candidature a été proposée
 l'information et de la protection des renseignements
 les personnes qui font ou qui ont fait partie, au
Description : Ce fichier contient des renseignements sur
 personnels (AIPRP)

Prix d'excellence de la communauté de l'accès à
l'information et de la protection des renseignements

Ressourcement des sous-ministres adjoints –
Concours restreint
Description : Ce fichier peut contenir l'autorisation
 sécuritaire, les résultats de tests linguistiques, des notes
 de service à la Commission de la fonction publique
 (rapport du comité de sélection), des lettres d'offre, des
 lettres d'acceptation, des lettres aux
 candidats/candidates non retenu(e)s, le formulaire
 d'information sur les langues officielles, des descriptions
 de travail, des demandes de dotation sans délégation,
 des profils de poste, des énoncés de qualités, des
 formulaires de demande d'emploi, les résultats de
 vérifications des références, des rapports sur le
 rendement antérieur et des listes des candidatures
 retenues. Les personnes qui souhaitent avoir accès à ces
 renseignements sont tenues d'indiquer le numéro de
 référence pertinent (c.-à-d. le numéro du concours).
Catégorie de personnes : Personnes incluses dans un
 concours de Sous-ministres adjoints administré par le
 Réseau du leadership au nom de la Commission de la
 fonction publique. **But :** Ce fichier sert à conserver et à

SCT PCE 734

Enregistrement (SCT) : 005064 **Numéro de fichier :**

Canada après 25 ans. **No. ADD :** 93/031
 historiques sont transférés aux Archives nationales du
 75 ans et sont ensuite détruits. Les documents jugés
 n'ayant aucune valeur historique sont conservés pendant
conservation et de destruction : Les documents
 protection des renseignements personnels. **Normes de**
 pension sont conformes aux dispositions de la Loi sur la
 concernant les ressources humaines et les régimes de
 Gendarmerie royale du Canada. Toutes les liaisons
 service des membres de la GRC (GRC PPE 802) de la
 PPE 859) de la Défense nationale, et les Dossiers de
 gouvernements Canada, le Dossier des pensions (MDN
 PCE 702) de Travaux publics et Services
 Chémises cartonnées sur les pensions de retraite (ASC
 pension de la Fonction publique (ASC PCE 701) et le
 du système des pensionnés aux termes de la Loi sur la
 Commission de la Fonction publique, la Base de données
 Systèmes informatisés statistiques (CFP PCE 761) de la
 Système d'information des titulaires, le fichier des
 d'information ou de liaison entre les fichiers suivants : le
 sur les pensions. Ce système peut servir de source
 pour élaborer et évaluer les politiques du gouvernement
 feuilles d'information pour des systèmes connexes, et des
 pensions pour établir des documents statistiques et des
 que renferme ce fichier peuvent servir à la Division des
 ci-dessus. **Usages compatibles :** Les renseignements
 nommées à la section "Catégorie de personnes"
 du Trésor pour l'administration des lois sur la pension
 renseignements sont recueillis à la demande du Conseil
 membres du régime et à leurs survivants. Les
 autoriser le versement des prestations de retraite aux
 fonctionnaires et certains Députés. **But :** Ce fichier sert à
 gouvernement hors du Canada, certains hauts
 lieutenants-gouverneurs, les employés engagés par le
 à la Loi sur la pension de retraite des
 personnes assujetties à la Loi sur le gouverneur général,
 et leurs survivants. **Catégorie de personnes :** Les
 statistiques indispensables sur les adhérents aux régimes

peu. **Note :** Les renseignements recueillis dans ce fichier seront transférés au Numéro de fichier du système d'information sur la classification du groupe de la direction : SCT PCE 736. **Normes de conservation et de destruction :** No. ADD : 97/028 **Enregistrement (SCT) :** 003562 **Numéro de fichier :** SCT PCE 701

Primes d'encouragement
Description : Ce fichier peut contenir de l'information sur les fonctionnaires qui ont été nommés pour des primes en vertu du Régime de primes d'encouragement du

gouvernement fédéral et la nouvelle politique de reconnaissance. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la fonction publique. **Catégorie de personnes :** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral et la politique de reconnaissance. **But :** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Les dossiers informatisés : deux ans. Dossiers textuels et électroniques : La plupart des documents sont conservés pendant 10 ans et puis détruits. **No. ADD :** 93/031 **Renvoi au dossier # :** TBS APB 110 **Enregistrement (SCT) :** 005056 **Numéro de fichier :** SCT PCE 702

Processus de promotion de EX-04 à EX-05

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours). **Catégorie de personnes :** Fonctionnaires. **But :** Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004388 **Numéro de fichier :** RL PCE 705

au dossier # : SCT DPP 380 **Enregistrement (SCT) :** 005062 **Numéro de fichier :** SCT PCE 729

liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers qui n'ont aucune valeur historique sont

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants, et peut contenir les noms des employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées. **But :** Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. **Usages compatibles :** Il sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans après quoi ils sont détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 470

Enregistrement (SCT) : 001961 **Numéro de fichier :** SCT PCE 711

Présentations au Conseil du Trésor
Description : Ce fichier peut contenir des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et organismes en vue d'obtenir des autorisations en matière d'administration de personnes ou autres, que le Conseil du Trésor est habilité à accorder. Ce fichier a pour But d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. **Catégorie de personnes :** Ces renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant. **But :** Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministères et organismes au sujet des employés actuels et antérieurs d'une institution gouvernementale. **Normes de conservation et de destruction :** Les Normes de conservation et de destruction seront confirmées sous

et organismes fédéraux énumérés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griefs au dernier palier, soit le Comité d'administration du CNM. **But :** Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 – Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secréariat du Conseil du Trésor se servent de ces renseignements pour fortifier la position de l'employeur en réponse aux griefs déposés au CNM par les employés. **Usages compatibles :** Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de déterminer s'il existe un précédent. **Normes de conservation et de destruction :** Les dossiers informatisés : Les documents sont conservés pour une période de 10 ans et ensuite transférés aux Archives nationales du Canada pour être gardés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DPP 450 **Enregistrement (SCT) :** 002569 **Numéro de fichier :** SCT PCE 735

Module informatisé sur la formation linguistique

Description : Le MIFL est un fichier central qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attrib Bution d'un code unique à chaque employé de l'administration fédérale. Source des données : Les ministères et organismes sont chargés de mettre à jour le MIFL au moyen de la formule FIFL-AB. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'ensemble de l'administration publique. La formation liée à d'autres besoins est rapportée au MIFL par les ministères et organismes. Il y a également interaction entre le Système d'information sur les langues officielles (SILIO) et le MIFL du Secréariat du Conseil du Trésor. **Catégorie de personnes :** Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe 1, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe 1, partie II de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique offerte aux

fonctionnaires. **Usages compatibles :** Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique offerte aux fonctionnaires. Toutes les liaisons effectuées avec le SFL et le SILIO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers informatisés : Ces dossiers n'ont pas de valeur historique. Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. Dossiers textuels et électroniques : Les documents généraux sont conservés pour une période de 10 ans et transférés aux Archives nationales du Canada après 10 ans, et ensuite détruite. Les informations du MIFL sont disponibles jusqu'au 31 mars 1996, date à laquelle le système a été éliminé. **No. ADD :** 94-004 **Enregistrement (SCT) :** 005057 **Numéro de fichier :** SCT PCE 704

Pension de la Fonction publique – cas

Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. **Catégorie de personnes :** Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. **But :** Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique. **Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en oeuvre et évaluer les politiques du gouvernement sur la pension. Ce fichier peut servir de source d'information ou de liaison entre les fichiers suivants : Système d'information sur les titulaires, le fichier des systèmes informatisés statistiques (CFF PCE 761) de la Commission de la fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la fonction publique (ASC PCE 701), les chemises cartonnées sur les Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les

demande d'exemption à la politique concernant les voyages. **Catégorie de personnes :** Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. **Usages compatibles :** Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. **Normes de conservation et de destruction :** Les normes de conservation pour les dossiers électroniques et les documents sont à de 10 ans et ensuite détruits. **No. ADD :** 91/009 **Renvoi au dossier # :** SCT DPP 360 **Enregistrement (SCT) :** 002570 **Numéro de fichier :** SCT PCE 726

Fichier d'information sur la mobilité des employés
Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite Loi. **But :** La cueillette de l'information d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main d'œuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles : Ce système sert de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants :

Système d'information des titulaires; Système Versions/Supplémentaires; Système de rapports sur les congés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification (SIFC); Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers informatisés : les données sont transférées annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques Les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005060 **Numéro de fichier :** SCT PCE 724

Griets
Description : Ce fichier contient des renseignements sur les griets soumis à l'arbitrage mais retiré par les employés qui les ont présentes et peut contenir les noms des plaignants. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griets à l'arbitrage. **But :** Ce fichier a pour objet de tenir un registre des griets soumis à l'arbitrage qui ont été retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage. **Usages compatibles :** Les renseignements servent à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 470 **Enregistrement (SCT) :** 005055 **Numéro de fichier :** SCT PCE 712

Griets du Conseil national mixte
Description : Ce fichier renferme des renseignements sur les griets présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formulaires de griets sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du griet mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant.

Catégorie de personnes : Les employés des ministères

versions des ministères. En particulier, la Banque comporte le code d'identification de dossier personnel et des données indiquant qu'un individu fait partie d'un ou plusieurs groupes désignés minoritaires. La Banque fait l'objet d'une mise en corrélation au moyen du code d'identification de dossier personnel avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrite ci-dessus. La Banque acquiert des renseignements auprès d'autres fichiers renfermant des données sur la déclaration volontaire, tels les fichiers ordinaires ministériels sur l'équité en emploi (POE 918). Il permet d'effectuer l'exercice annuel de réconciliation avec ces fichiers ministériels. Les personnes qui veulent avoir accès à leur identification devraient soumettre une demande par écrit, y compris le code d'identification de dossier personnel. **Catégorie de personnes :** Tous les employés actuels dont le Conseil du Trésor est l'employeur en vertu de la partie 1 de l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique. Cette banque est la source principale de données de la main d'œuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et la sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. La banque est utilisée pour répondre aux demandes spéciales d'information et pour effectuer des recherches, des études spéciales et des sondages relativement aux Archives financières sont transférées annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/004

SCT PCE 706

Enregistrement (SCT) : 003560 **Numéro de fichier :**

Base de données des sous-ministres adjoints

Description : Ce fichier contient des renseignements exhaustifs et à jour concernant les sous-ministres adjoints. Il constitue également une source d'information

préliminaire exacte et opportune sur les SMA et facilite le perfectionnement des compétences et la rotation des

SMA et peut contenir de l'information de base, antécédents professionnels, qualifications

professionnelles et études, intérêts professionnels,

expérience de la gestion, résultats linguistiques, résultats des vérifications de sécurité. **Catégorie de personnes :**

Sous-ministres adjoints et participants à des programmes d'échanges. **But :** L'objet est d'appuyer le système de gestion collective des SMA et d'effectuer des études

démographiques et d'autres analyses de la population des SMA. **Usages compatibles :** Ce fichier est utilisé pour appuyer la gestion collective des SMA. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004391 **Numéro de fichier :** RLP PCE 720

Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)

Description : Ce fichier peut contenir des données personnelles de base, les compétences et l'expérience acquises, des renseignements de base, les qualifications professionnelles, des demandes d'emploi, des lettres d'offre, des lettres d'acceptation, des accusés de réception, des notes sur les présentations, des notes au dossier, des curriculum vitae, les aspirations professionnelles, l'expérience en gestion, les résultats linguistiques et les autorisations sécuritaires pour les SMA et les candidats/candidates qui ont réussi le PPQ.

Catégorie de personnes : Fonctionnaires et non-fonctionnaires posant leur candidature à des postes du Groupe de la direction au niveau de sous-ministre adjoint et personnes cherchant à participer ou participant au Programme Échanges Canada ou au Programme des affectations internationales. **But :** L'objet est d'appuyer le système de gestion collective. **Usages compatibles :** Le fichier sert à appuyer la carrière des SMA. **Normes de conservation et de destruction :** À déterminer.

Enregistrement (SCT) : 004387 **Numéro de fichier :** RLP PCE 700

Exemption à la politique de réinstallation – cas particuliers

Description : Ce fichier renferme la correspondance du ministre et du Ministère; des documents de base; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de décision, des notes d'analystes concernant les demandes individuelles d'exemption à la politique de réinstallation. **Catégorie de personnes :** Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. **But :** Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. **Usages compatibles :** Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique de réinstallation.

Normes de conservation et de destruction : Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 **Renvoi au dossier # :** SCT DPP 360

Enregistrement (SCT) : 005063 **Numéro de fichier :** SCT PCE 727

Exemption à la politique concernant les voyages – cas particuliers

Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des mémoires au président; des lettres de décision et des notes d'analystes concernant des cas particuliers de

Fichiers centraux

Accréditation

Description : Ce fichier a pour objet de tenir un registre

précis de chaque unité de négociation et chaque

accréditation, ré-accréditation et désaccréditation d'agent

négociateur conformément à la Loi sur les relations de

travail dans la Fonction publique. **Catégorie de**

personnes : Tous les employés de la Fonction publique

(Annexe 1 de la Partie 1 de la Loi sur les relations de

travail dans la Fonction publique), à qui s'applique le

processus de négociation collective. **But :** Ce fichier a

pour objet de tenir un registre précis de chaque

accréditation d'agent négociateur dans les limites des

exigences de l'Annexe 1 de la Partie 1 de la Loi sur les

relations de travail dans la Fonction publique ainsi qu'un

registre des positions exclus. Il contient des

renseignements sur les décisions de la Commission des

relations de travail dans la Fonction publique, les

demandes des agents négociateurs, la position des

intervenants, les listes des positions exclus, et les

observations de l'employeur. **Usages compatibles :** Ce

fichier sert à fournir de l'information générale pour des

recherches. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant 10

ans après qu'ils sont détruits. **No. ADD :** 94/011

Renvoi au dossier # : SCT DRT 445 **Enregistrement**

(SCT) : 001960 **Numéro de fichier :** SCT PCE 710

Arbitrage – Renvois en vertu de l'article 92 (LRTFP)

Description : Ce fichier contient des renseignements sur

les griefs soumis à l'arbitrage et les décisions connexes

de la Commission des relations de travail dans la

Fonction publique. **Catégorie de personnes :** Tous les

employés de la Fonction publique (Annexe 1 de la Partie

1 de la Loi sur les relations de travail dans la Fonction

publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :**

Ce fichier a pour objet de tenir un registre des décisions

d'arbitrage avec les griefs connexes. **Usages**

compatibles : Il sert également à fournir de l'information

générale pour des recherches. **Normes de**

conservation et de destruction : Les dossiers sont

conservés pendant 10 ans après qu'ils sont détruits.

Certains échantillons ont été transférés aux Archives

nationales du Canada pour être conservés. **No. ADD :**

94/011 **Renvoi au dossier # :** SCT DRT 440

Enregistrement (SCT) : 001958 **Numéro de fichier**

(SCT) : PCE 708

Arbitrage – Renvois en vertu des articles 98 et 99

(LRTFP)

Description : Ce fichier contient des renseignements sur

les renvois effectués par l'employeur ou par l'agent

négociateur en vertu de l'article 99, LRTFP, et les

décisions de la CRTFP. **Catégorie de personnes :** Tous

les employés de la Fonction publique (Annexe 1 de la

Partie 1 de la Loi sur les relations de travail dans la

Fonction publique) au nom desquels les renvois ont été
soumis. **But :** Ce fichier a pour But de maintenir un
registre des dossiers sur les renvois effectués par
l'employeur ou par les agents négociateurs

conformément à la Loi sur les relations de travail dans la

Fonction publique afin de faire exécuter une obligation

qu'on prétend découler de la convention collective ou de

la décision arbitrale. **Usages compatibles :** Il permet

également de fournir de l'information générale pour des

recherches. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant 10

ans après qu'ils sont détruits. Certains échantillons sont

transférés aux Archives nationales du Canada pour être

conservés. **No. ADD :** 94/011 **Renvoi au dossier # :**

SCT DRT 440 **Enregistrement (SCT) :** 001959

Numéro de fichier : SCT PCE 709

Banque de données sur l'équité en emploi

(Auparavant «Système de contrôle des ressources

humaines»)

Description : Cette banque contient de l'information sur

les employés de la Fonction publique fédérale (population

de la partie 1, annexe 1, LRTFP) qui ont déclaré être

membres d'un ou plusieurs des groupes désignés

minoritaires, soit les Autochtones, les personnes

handicapées ou les membres de minorités visibles. Ces

renseignements facilitent la comparaison entre leur degré

de représentation dans la Fonction publique et leur

importance numérique sur le marché du travail. La

situation sert également à analyser et à contrôler la

situation et l'avancement des groupes désignés

minoritaires, par rapport au reste de la Fonction publique,

du point de vue de la répartition sur les plans régional et

professionnel, de la mobilité, etc. Ces comparaisons sont

effectuées de façon périodique, en vue de déterminer la

situation enue égard à l'équité en emploi dans la Fonction

publique, et de déceler les secteurs susceptibles

d'amélioration. S'il y a consentement des individus en

question, l'information découlant de cette déclaration

volontaire peut aussi être utilisée aux fins de la gestion

des ressources humaines relativement aux obligations de

l'employeur en vertu de la Loi sur l'équité en matière

d'emploi. Une information à l'effet qu'un individu fait

partie d'un groupe désigné peut être mise en corrélation,

à l'aide du code d'identification de dossier personnel,

avec les autres fichiers, notamment le fichier des

titulaires, les autres fichiers appropriés du Système

d'information sur la gestion du personnel (SIGP), le

Système d'information sur les postes et la classification

(SIPC), tous du Secrétariat du Conseil du Trésor, ainsi

que des fichiers de statistiques sur les ressources

humaines relevant de la Commission de la Fonction

publique, tels le Fichier de statistiques trimestrielles, le

Système de gestion de l'information sur les nominations

et le Système d'administration des priorités. La banque

renferme des données extraites du formulaire de

déclaration volontaire du gouvernement canadien et des

affectation, les bilans de santé périodiques, les évaluations de santé mentale, et les dossier de consultation. Les renseignements sont utilisés afin d'appuyer les évaluations de l'aptitude au travail, les décisions ou droits relatifs à la condition médicale, à la santé mentale. **Usages**

compatibles : Les renseignements peuvent être utilisés à l'intérieur des fins de gestion de programme, de recherche, de planification, d'évaluation, de statistiques et de vérification interne. On peut partager les interprétations des évaluations avec d'autres ministères fédéraux, à condition d'en avoir obtenu l'autorisation au préalable. Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique, dossiers d'immunisation ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD : 99/022 Enregistrement (SCT) : 005087**

Numéro de fichier : Scan PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion

Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division. **Catégorie de personnes** : Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. **But** : L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective. **Usages compatibles** : L'usage est compatible avec le but mentionné à la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite. **No. ADD : 98/005 Enregistrement (SCT) : 002900**

Scan PPE 802

Dossiers des plaintes du Ministère (employés)

Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. **Catégorie de personnes** : Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique. **But** : Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre. **Usages compatibles** : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après leur dernier usage à des fins administratives et ils sont détruits. **No. ADD : 98/005 Enregistrement (SCT) : 002748**

Numéro de fichier : Scan PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Système de contrôle et d'imputabilité des années-personnes

Description : Ce fichier contient des renseignements, par individu, sur l'utilisation des années-personnes. Le numéro d'assurance sociale est utilisé à des fins de vérification et d'identification des individus et pour établir un lien entre l'information de ce fichier et celui du système ministériel d'information sur le personnel. **Catégorie de personnes** : Ce fichier concerne les employés du Ministère. **But** : Ce fichier a pour but d'enregistrer les renseignements sur l'utilisation des années-personnes qui servent à la gestion interne et qui doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation des années-personnes est une responsabilité financière. **Usages compatibles** : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de six ans et sont détruits par la suite. **No. ADD : 99/004 Enregistrement (SCT) : 002749**

Numéro de fichier : Scan PPE 804

Fichiers centraux

Dossiers des dispensaires

Description : Ce fichier contient certains des

renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil d'emploies perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. **Catégorie de personnes :**

But : Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'emploies perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. **Usages compatibles :** Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont

conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD :** 99/022 **Enregistrement (SCT) :** 005086 **Numéro de fichier :** SCan PCE 702

Dossiers médicaux de santé au travail
Description : Ce fichier contient une partie ou la totalité des renseignements suivants : rapports médicaux, psychiatriques, psychologiques et d'experts-conseils; résultats et évaluations; analyses et rapports de laboratoire; autres rapports de techniques de diagnostic spécialisées; rapports de traitement et de consultation. Des dossiers sur les dangers du milieu de travail et la surexposition peuvent aussi y figurer. Pour accéder aux renseignements, il faut fournir son nom au complet, sa date de naissance et l'endroit du dossier demandé. **Catégorie de personnes :** Fonctionnaires fédéraux, anciens fonctionnaires, futurs fonctionnaires et, à certains endroits, peut comprendre les employés d'entreprises réglementées par le gouvernement fédéral qui ont passé un marché avec le Programme de santé au travail et de sécurité du public. **But :** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'emploies perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. **Usages compatibles :** Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD :** 99/022 **Enregistrement (SCT) :** 005086 **Numéro de fichier :** SCan PCE 702

Comité médical consultatif - Santé des fonctionnaires fédéraux
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. **Catégorie de personnes :** Les fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir un dossier des décisions ou des

Dossiers médicaux de santé au travail
Description : Ce fichier contient une partie ou la totalité des renseignements suivants : rapports médicaux, psychiatriques, psychologiques et d'experts-conseils; résultats et évaluations; analyses et rapports de laboratoire; autres rapports de techniques de diagnostic spécialisées; rapports de traitement et de consultation. Des dossiers sur les dangers du milieu de travail et la surexposition peuvent aussi y figurer. Pour accéder aux renseignements, il faut fournir son nom au complet, sa date de naissance et l'endroit du dossier demandé. **Catégorie de personnes :** Fonctionnaires fédéraux, anciens fonctionnaires, futurs fonctionnaires et, à certains endroits, peut comprendre les employés d'entreprises réglementées par le gouvernement fédéral qui ont passé un marché avec le Programme de santé au travail et de sécurité du public. **But :** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir un dossier des décisions ou des

recommandations relatives à des cas médicaux litigieux évalués par le Comité médical consultatif - Santé des fonctionnaires fédéraux. **Usages compatibles :** Les renseignements sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Les renseignements contenus dans la banque sont également utilisés pour donner suite aux poursuites et aux plaintes formulées auprès de la Commission canadienne des droits de la personne au sujet des résultats des évaluations médicales de la santé au travail et des réponses des ministères employeurs pour régler un cas bien précis. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD :** 99/022 **Enregistrement (SCT) :** 005086 **Numéro de fichier :** SCan PCE 702

Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Gratifications
Harcelement
Langues officielles

employés lors de leur affectation. Communiquer avec :
Chef, Section de la dotation, SSI-DRH. **Catégorie de personnes :** Ces données touchent les employés de la Fonction publique qui se sont inscrits au Programme.

But : Cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les leurs postes au moyen du Programme. **Usages compatibles :** Ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes

d'affectations des employés. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la fin de l'affectation. **Renvoi au dossier # :** RNCAN SSI 790 **Enregistrement (SCT) :** 003309

Numéro de fichier : RNCAN PPE 811

Réaménagement des effectifs – (FERME)
Description : Cette banque contient de l'information personnelle sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation.

Communiquer avec : Chef, Réaménagement des effectifs, SSI-DRH. **Catégorie de personnes :** Ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. **But :** Cette banque de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. **Usages compatibles :** Ces registres servent à faciliter le placement des employés.

Normes de conservation et de destruction : Les registres sont détruits deux ans après le placement de l'employé. **Renvoi au dossier # :** RNCAN SSI 765

Enregistrement (SCT) : 003310 **Numéro de fichier :** RNCAN PPE 812

Saisie de traitement et d'autres formes de rémunération

Description : Ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. Communiquer avec :
Conseiller en politique/Int. Rémunération et avantages sociaux, SSI-DRH. **Catégorie de personnes :** Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. **But :** Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. **Usages compatibles :** Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. À Ressources naturelles Canada, un dossier complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu'une copie de tous les renseignements financiers nécessaires

est détenue par le Bureau des services financiers. **Normes de conservation et de destruction :** Les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. **Renvoi au dossier # :** RNCAN SSI 765 **Enregistrement (SCT) :** 002313 **Numéro de fichier :** RNCAN PPE 803

Système de gestion de CANMET (FERME)
Description : Nom, numéro d'employé(e), code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. Communiquer avec : Directeur, Information, Direction de la politique, de la planification et des services, STME. **Catégorie de personnes :** Employés du Secteur des minéraux et métaux. **But :** Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde. **Usages compatibles :** Fournir à la direction du Secteur des rapports pour identifier sans difficulté l'emplacement des biens du Secteur. L'accès à la base de données sera restreint par l'utilisation de mots de passe. **Normes de conservation et de destruction :** Deux ans après la dernière utilisation à des fins administratives. **Renvoi au dossier # :** RNCAN DEX 007 **Enregistrement (SCT) :** 003370 **Numéro de fichier :** RNCAN PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur (Ferme)
Description : Information relative aux locaux occupés par les employés, y compris le nom, le CIDI, la situation, l'immeuble, le numéro de pièce, le numéro de téléphone. Communiquer avec : Directeur, Planification stratégique, SSI-DBIES. **Catégorie de personnes :** Employés du Ministère. **But :** Les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. **Usages compatibles :** Toutes les données sur les employés seront obtenues par le téléchargement des données du système Peoplesoft. **Normes de conservation et de destruction :** Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** RNCAN SSI 790

Enregistrement (SCT) : 003332 **Numéro de fichier :** RNCAN PPE 813

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

dossier # : RNCAN SSI 765 Enregistrement (SCT) :
0003308 **Numero de fichier :** RNCAN PPE 810

Fichier maître des détenteurs de cartes de crédit du Ministère

Description : Ce fichier faisant partir du système

financier du Ministère contient des renseignements se rapportant aux employés du Ministère qui ont la garde d'une carte d'achat du gouvernement, p. ex. Mastercard, Visa, etc. Les renseignements recueillis pour chaque employé sont le numéro de compte de la carte de crédit, le nom du détenteur de la carte et son code

d'identification de dossier personnel (CIDP). Cette base de données est ensuite utilisée par les détenteurs de carte pour l'enregistrement et le rapprochement des achats qu'ils ont effectués pour le Ministère au moyen de leur carte d'achat. Comme mesure de protection, le CIDP est utilisé en tant que numéro de compte de l'employé au lieu du numéro de la carte de crédit pour la saisie et la consultation des données. Le CIDP n'est par affiché,

imprimé ou diffusé pour d'autres raisons. Communiquer avec : Gestionnaire, Systèmes financiers et formation, SSI-DGF. **Catégorie de personnes :** Les employés autorisés du ministère. **But :** Assurer que les achats effectués par les employés pour le compte du Ministère sont imputés aux bons comptes de carte de crédit.

Usages compatibles : Ces renseignements sont utilisés pour comptabiliser les dépenses ministérielles effectuées au moyen de carte d'achats et préparer des rapports à leur sujet. Cela comprend la préparation des Comptes publics, la réponse aux demandes de renseignements présentées par des vérificateurs, le Secrétariat de l'ALPR, le Parlement ou diverses unités du Ministère, et la préparation de rapports sur les dépenses. En cas de fraude, certains renseignements pourraient être divulgués à ces dernières. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 6 ans. **Enregistrement (SCT) :** SCT 003657 **Numéro de fichier :** RNCAN PPE 817

Logements de la Couronne
Description : Ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale et le nombre d'enfants. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. Communiquer avec : Directrice, Division de la gestion des affaires, SSI-DBIES. **Catégorie de personnes :** Employés du Ministère. **But :** Les données dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des Travaux publics, fichier n° TPC PPU 020. **Normes de conservation et de destruction :** Les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux. **No. ADD :** 86/001 **Renvoi au dossier # :** RNCAN SSI 730 **Enregistrement (SCT) :** 000408 **Numéro de fichier :** RNCAN PPE 802

Module de prévisions salariales
Description : Cette banque contient les données relatives au traitement par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. Communiquer avec : Gestionnaire, Systèmes financiers et formation, SSI-DGF. **Catégorie de personnes :** Ces données touchent les employés du Ministère. **But :** Cette banque de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère. Les données administratives dans le contexte de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur. **Normes de conservation et de destruction :** Les registres sont conservés pendant six ans. **Renvoi au dossier # :** RNCAN SSI 720 **Enregistrement (SCT) :** 003119 **Numéro de fichier :** RNCAN PPE 805

Passeports et Visas
Description : Ce fichier est alimenté par le Bureau des passeports, Services ministériels, et est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. Communiquer avec : Gestionnaire, Opérations Compatibles, SSI/DGF. **Catégorie de personnes :** Employés du Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas. **But :** L'information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère. **Usages compatibles :** L'information peut être divulguée au ministère des Affaires étrangères et du Commerce international et aux ambassades en vue de l'organisation de délégations qui se rendent dans des pays étrangers. Les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits. **Enregistrement (SCT) :** 003670 **Numéro de fichier :** RNCAN PPE 816

Programme d'affectations – (FERME)
Description : Cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des

Ressources naturelles Canada

Chapitre 134

Fichiers particuliers

Annuaire du personnel et des services.

Description : Le fichier renferme des données sur l'organisation et le personnel du Ministère. Il comprend le nom des employés, leur Code d'identification de dossier personnel, l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent. Communiquer avec : Chef, Services des télécommunications, SSI-DGI. **Catégorie de personnes :** Employés du Ministère. **But :** L'information sert à produire la copie papier de l'annuaire ; dans l'avenir, on offrira aussi un service de consultation en ligne. Le Code d'identification de dossier personnel (CIDP) ne sera divulgué ni dans la version imprimée de l'annuaire, ni dans le service en ligne. La base de données servira en outre à stocker l'information de base requise pour d'autres systèmes d'administration internes. **Usages compatibles :** Les données de base requises pour d'autres systèmes d'administration (p. ex. en ce qui touche le stationnement) seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures de sécurité restreindront l'accès aux diverses bases de données administratives. **Normes de conservation et de destruction :** Deux ans après la dernière utilisation administrative. **Renvoi au dossier # :** RNCan SSI 770 **Enregistrement (SCT) :** 003344 **Numéro de fichier :** RNCan PPE 806

Système d'information sur les RH du Ministère

Description : Cette base de données contient l'information suivante : secteur, direction, nom, CIDP, sexe, première langue officielle, date de naissance, classification, salaire et lieu de travail. Il s'agit d'un système de gestion informatisé des ressources humaines contenant des données sur la gestion des postes et les décisions en matière de classification, la gestion de l'effectif, notamment le suivi des affectations, la gestion des priorités, la formation, les conflits d'intérêts, l'exclusion et la désignation, les prix et la reconnaissance, les langues officielles, l'équité en matière d'emploi, la rémunération et les congés. Communiquer avec : Chef

d'équipe, Systèmes d'information RH, SSI-DRH. **Catégorie de personnes :** Tous les employés de Ressources naturelles Canada et les autres personnes participant à des programmes financés par le Ministère (Emérat, bourses de recherche, stages pour les jeunes). **But :** Gérer les ressources humaines de Ressources naturelles Canada en tenant compte des points énumérés sous la rubrique Description. **Usages compatibles :** L'accès au système est rigoureusement contrôlé et protégé par un mot de passe au moyen d'un processus de validation au moment de l'accès. Seules les personnes qui ont besoin de renseignements pour exécuter leurs tâches obtiennent accès au système. **Normes de conservation et de destruction :** Les données sont continuellement tenues et mises à jour. Elles sont sauvegardées quotidiennement et stockées chaque mois pour une période d'un an, mais sont accessibles en tout temps. **Renvoi au dossier # :** RNCan SSI 765 **Enregistrement (SCT) :** 003647 **Numéro de fichier :** RNCan PPE 815

Demandes d'examen médical des employés

Description : Cette banque contient les demandes d'examen médical, la correspondance reliée aux problèmes médicaux de l'employé, les évaluations médicales relativement à la capacité de l'employé de travailler ou aux restrictions devant s'appliquer. Communiquer avec : Directeur, Division des relations de travail et de la rémunération, SSI-DRH. **Catégorie de personnes :** Ces données touchent les employés et anciens employés de la Fonction publique de qui une évaluation médicale a été exigée. **But :** Cette banque de données sert à rassembler et conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler. **Usages compatibles :** Ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions ; évaluer l'à-propos d'accorder certains congés ou bénéfices ; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé. **Normes de conservation et de destruction :** Les registres sont détruits deux ans après la dernière utilisation administrative. **Renvoi au**

les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. ADD :** 98/027 **Enregistrement (SCT) :** 000663 **Numéro de fichier :** PJCCI PPE 802

Rapports du portefeuille d'assurances groupe auprès de la Sunlife du Canada.

Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Sunlife du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Longue invalidité, Assurance-vie personne à charge, Décès et mutilation accidentelle, Soins de santé/médicaments/soins de la vue, Soins dentaires. **Usages compatibles :** Voir "But" ci-dessus. **Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027. **Enregistrement (SCT) :** 004474 **Numéro de fichier :** PJCCI PPE 806

Registres du régime de pension

Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. **Catégorie de personnes :** Employés de l'institution. **But :** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. **Usages compatibles :** Travaux publics et Services gouvernementaux Canada, vérifie que le total des retenues concorde avec le total des remises de fonds. **Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004475 **Numéro de fichier :** PJCCI PPE 807

Résolution des questions des pensionnats indiens

Canada

Chapitre 133

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Résolution des questions des pensionnats indiens (Canada (RQPI)) détient les renseignements suivants:

Dotation

Présences et congés

Stationnement

Les Affaires indiennes et du Nord Canada (AINC) détiennent les renseignements suivants pour RQPI:

Aide aux employés

Voyages et réinstallations

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Langues officielles

Harcèlement

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

fiabilité /autorisation de sécurité)

Contrôle de sécurité du personnel (vérification de la

Aide aux employés

Accidents d'automobile

Vous trouverez dans l'introduction des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

Numéro de fichier : PJCCI PPE 808

ADD : 98/027 **Enregistrement (SCT) :** 004476

et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004476

conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004476

conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004476

conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004476

Registres fiscaux

Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. **Catégorie de personnes :** Employés et retraités de l'institution. **But :** Le but est de se conformer aux exigences de Revenu Canada – Impôt. **Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu. **Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD :** 98/027 **Enregistrement (SCT) :** 004476

perfectionnement des employés du ministère des Pêches et des Océans ; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement ; préparer des dossiers soumis à l'approbation du comité des ressources humaines. **Usages compatibles :** Enregistrer les employés à des cours ; tenir un registre des cours suivis ; faciliter le suivi concernant le paiement ; fournir au Conseil du Trésor toute information reliée aux activités de formation ; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de formation et perfectionnement entrepris par l'employé. **No. ADD :** 98/005 **Enregistrement (SCT) :** 000630 **Numéro de fichier :** MPO PPE 806

Présences et congés
Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences. **Catégorie de personnes :** Les renseignements touchent les employés du ministère. **But :** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages compatibles :** Vérification des absences en rapport aux congés disponibles ; des salaires versés par rapport aux relevés de présence ; enregistrement des congés sur les formules de rapport annuel des congés ; évaluation de l'utilisation des congés et les taux d'absentéisme. **Normes de conservation et de destruction :** Le fichier est détruit un an après la fin de l'année financière. **No. ADD :** 85/001 **Enregistrement (SCT) :** 000628 **Numéro de fichier :** MPO PPE 805

matière de priorités
Description : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première

Fichiers particuliers

Conflicts d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les

Chapitre 132

Ponts Jacques Cartier et Champlain Incorporée, Les

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secréariat du Conseil du Trésor) et aux agents de négociations. **Catégorie de personnes :** Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. **But :** Ce répertoire est vérifié afin s'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secréariat du Conseil du Trésor) et aux agents de négociations. **Catégorie de personnes :** Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. **But :** Ce répertoire est vérifié afin s'assurer que les personnes prioritaires reçoivent une première

Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer
Code régissant les conflicts d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
Dossier personnel d'un employé
Évaluation du rendement
Griefs
Harèlement
Langues officielles
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Fichiers particuliers

Dossiers de dotation (II)

Description : Ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante : formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de consentement à un rapport d'évaluation, liste d'admissibilité. **Catégorie de personnes :** Candidats à un concours ou personnes considérées pour un poste. **But :** Ce fichier sert à l'évaluation des candidats pour les postes à remplir. **Usages compatibles :** Les renseignements sont utilisées pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. **Normes de conservation et de destruction :** Deux ans après que la liste d'éligibilité pour une dotation soit expirée, ou deux ans après quelque action administrative, les documents sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 001742 **Numéro de fichier :** MPO PPE 804

Dotation et transition d'emploi – Groupe de la

Direction (I)

Description : Ce fichier contient des renseignements concernant la dotation et la décroissance des postes du groupe de la direction au ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu ainsi que le départ des employés du groupe de la direction. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'au niveau EX-5 et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. **Catégorie de personnes :** Les employés aux niveaux EX ; personnes de groupes de relève se portant candidats à un concours ou considérées pour un poste. **But :** Ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté ou aboli dans la Fonction publique. **Usages compatibles :** Renseignements utilisés pendant le processus de concours. **Normes de conservation et de destruction :** Les documents sont détruits après une période de trois ans. **No. ADD :** 98/005 **Enregistrement (SCT) :** 000627 **Numéro de fichier :** MPO PPE 803

Évaluation et examen du rendement de l'employé – Rémunération au mérite et de rémunération fondé sur le rendement
Description : Ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le

fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement. **Catégorie de personnes :** Tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE). **But :** Étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles. **Usages compatibles :** Déterminer le salaire annuel ; déterminer les besoins en matière de formation et de perfectionnement. **Normes de conservation et de destruction :** Les dossiers sont détruits après cinq ans pour tous les employés. **No. ADD :** 98/005 **Enregistrement (SCT) :** 000635 **Numéro de fichier :** MPO PPE 807

Formation et perfectionnement

Description : Ce fichier contient des données personnelles et notamment des demandes de formation ; le code d'identification personnelle (CIP) ; un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur ; un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIP) ; l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation ; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et le programme de stagiaire en gestion, dont les curriculum vitae, les examens du rendement, les accords de retour pour service rendu, et les formules portant l'approbation de la direction ; des formules d'autorisation d'activités de formation ; des participants aux programmes CAP et PFS ; des participants aux programmes d'échange, des participants au programme des congés d'études ; des participants aux congés de perfectionnement. **Catégorie de personnes :** Les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. **But :** Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le

Gestion de carrière <i>Description</i> : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae, ainsi que toute documentation reliée à leur plan de carrière, formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Catégorie de personnes : Employés du Ministère. But : Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. Usages compatibles : Les renseignements recueillis sont utilisés afin de conseiller les employés participant au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. No. ADD : 86/001 Enregistrement (SCT) : 002074 Numéro de fichier : PC PPE 801	Fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité) Dossier personnel d'un employé Dotation Formation et perfectionnement Griets Harcèlement Langues officielles Mesures disciplinaires Présences et congés Programme d'équité en matière d'emploi Rémunération et avantages sociaux Sécurité et santé au travail Stationnement Voyages et réinstallations
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depenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétariat du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis au Ministère des travaux publics et Services gouvernementaux Canada à des fins de l'émission des chèques. Normes de conservation et de destruction : Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. No. ADD : 86/001 Enregistrement (SCT) : 002162 Numéro de fichier : PC PPE 804	Dossiers sur les enquêtes des services de sécurité <i>Description</i> : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables d'infractions à la sécurité, et sur lesquels les Services de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrites, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. Catégorie de personnes : Employés du Ministère et entrepreneurs traitant avec le Ministère. But : Ce fichier a pour objet la tenue de renseignements sur les infractions à la sécurité visant à évaluer les tendances en matière d'activités criminelles, la sensibilisation face à la sécurité et l'application des mesures à cet égard ainsi qu'à déterminer la nécessité et la nature des mesures disciplinaires le cas échéant. Usages compatibles : Les autorités du Ministère utilisent ces renseignements pour appuyer les décisions en matière de mesures disciplinaires, d'évaluation de sécurité et de fiabilité, d'action criminelle, d'enquête, de lutte contre le crime ainsi qu'à des fins de planification, d'évaluation et de statistiques. Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le départ de l'employé, et pendant cinq ans pour les personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. No. ADD : Renvoi au dossier # : CH AOR 095 Enregistrement (SCT) : 002165 Numéro de fichier : PC PPE 803
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Dossier personnel d'un employé	
Dotation	
Évaluation du rendement	
Formation et perfectionnement	
Griefs	
Langues officielles	
Mesures disciplinaires	
Voyages et réinstallations	
Stationnement	
Sécurité et santé au travail	
Rémunération et avantages	
Programme d'équité en matière d'emploi	
Présences et congés	
Politique de reconnaissance	

Office national du film du Canada

Chapitre 129

Fichiers particuliers

Employés de l'Office national du film du Canada
Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, observations et diagnostics. Il peut contenir des notes de médecins et d'infirmières ou des résultats d'examen qui ont été effectués sur le lieu de travail ou à l'extérieur. Il peut aussi y avoir des certificats médicaux avec diagnostic ou nom de maladie et des renseignements fournis par l'employé ou son médecin. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de l'Office national du film du Canada. **But :** Ce fichier a pour but de permettre un suivi médical à l'employé et en matière d'accidents de travail. **Usages compatibles :** Ce fichier était conservé dans le cadre d'un service de santé aux employés et n'était en aucun cas utilisé pour vérification d'employabilité. Les informations contenues dans le fichier ne sont transmises à aucun autre organisme ou employeur.

Normes de conservation et de destruction : Depuis la fermeture du Service de santé

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Griefs
Présences et congés
Sécurité et santé au travail
Voyages et réinstallations

de l'Office national du film en mars 1998, les fichiers médicaux des employés sont conservés au Service des Archives de l'ONF. Les fichiers seront détruits en 2004, à moins qu'ils ne soient individuellement réclamés par l'employé avant cette date. **Enregistrement (SCT) :** 004256 **Numéro de fichier :** ONF PPE 005

Patrimoine canadien

Chapitre 130

Fichiers particuliers

Comptes fournisseurs/Comptes des employés
Description : Ce fichier renferme les autorisations, les avances, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des

employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). **Catégorie de personnes :** Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés ; les fournisseurs de biens et de services et les personnes sous contrat au Ministère. **But :** Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. **Usages compatibles :** Les dossiers servent à justifier le paiement des factures des fournisseurs, des

Griets	Harèlement
Journaux de contrôle des réseaux électroniques	Langues officielles
Mesures disciplinaires	Présences et congés
Stationnement	Voyages et réinstallations
Sécurité et santé au travail	
Rémunération et avantages	
Programme d'équité en matière d'emploi	
Politique de reconnaissance	

Office d'examen des répercussions environnementales de la vallée du Mackenzie

Chapitre 125

Note : Pour de plus amples renseignements sur les employés de l'Office d'examen des répercussions environnementales de la vallée du Mackenzie, veuillez communiquer avec le Coordonnateur de l'accès à l'information et de la protection des renseignements personnels (mentionné dans l'introduction).

Office Gwich'in d'aménagement territorial

Chapitre 126

Note : L'Office Gwich'in d'aménagement territorial est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office Gwich'in des terres et des eaux

Chapitre 127

Note : L'Office Gwich'in des terres et des eaux est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office national de l'énergie

Chapitre 128

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Office des droits de surface du Yukon

Chapitre 120

Note : La Loi sur l'Office des droits de surface du Yukon, ch. 43, a été sanctionnée le 15 décembre 1994. L'Office des droits de surface du Yukon est assujéti à l'annexe 1 de la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des eaux des Territoires du Nord-Ouest

Chapitre 121

Note : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus par le ministère des Affaires indiennes et du Nord Canada.

Office des terres et des eaux de la vallée du Mackenzie

Chapitre 122

Note : L'Office des terres et des eaux de la vallée du Mackenzie est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des terres et des eaux du Sahtu

Chapitre 123

Note : L'Office des terres et des eaux du Sahtu est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des transports du Canada

Chapitre 124

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et

d'avion

Cartes d'identification et laissez-passer

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

fiabilité /autorisation de sécurité)

Contrôle de sécurité du personnel (vérification de la

Code régissant les conflits d'intérêts et l'après-mandat

Office Canada - Terre-Neuve des hydrocarbures

extracôtiers

Chapitre 117

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier relève de la Section des ressources humaines. Il contient les dossiers sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum vitae, des renseignements sur les cours de formation et de perfectionnement suivis, sur les demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite, ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en

Office d'aménagement territorial du Sathu

Chapitre 118

Note : L'Office d'aménagement territorial du Sathu est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office de commercialisation du poisson d'eau douce

Chapitre 119

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Evaluation du rendement
Voyages et réinstallations

Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

faisant la demande à la Section des ressources humaines. **Catégorie de personnes :** Employés de l'Office. **But :** Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-Terre-Neuve des hydrocarbures extracôtiers pour chaque membre du personnel. **Normes de conservation et de destruction :** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque l'intérêt atteint 70 ans, ou deux ans après sa mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant le dossier en question. **No. ADD :** L'Office a entrepris des pourparlers avec les Archives nationales afin d'établir de nouvelles normes de conservation et d'élimination pour ces dossiers. **Enregistrement (SCT) :** 002309 **Numéro de fichier :** CTN PPE 801

Musée des beaux-arts du Canada

Chapitre 115

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés

- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Office Canada - Nouvelle-Écosse des hydrocarbures

extracôtiers

Chapitre 116

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à

l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de

téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de

rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes

d'emploi, leurs relèves de présence, d'absence et d'heures supplémentaires, les cours de formation et de

perfectionnement qu'elles ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des

bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant

trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont

versés dans un fichier inactif lors de la cessation

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

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d'emploi. Les employés actuels et anciens peuvent

consulter leur dossier en en faisant la demande au gestionnaire, Administration et retombées industrielles.

Catégorie de personnes : Employés actuels et anciens de l'Office. **But :** Fournir un dossier sur l'emploi des

membres actuels et des anciens membres du personnel au sein de l'Office. **Usages compatibles :** Ces

renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. **Normes de**

conservation et de destruction : Les dossiers des employés antérieurs sont versés à un fichier inactif lors de

la cessation d'emploi. Ils sont détruits lorsque les intérêts atteignent 70 ans, ou deux ans après leur

mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant les

dossiers en question. **No. ADD :** à déterminer

Enregistrement (SCT) : 003314 **Numéro de fichier :**

NEH PPE 805

documentation connexe à la mesure en cause. **No. ADD :** MRC 2000/027 **Enregistrement (SCT) :** 002269 **Numéro de fichier :** MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements r élatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences).

Catégorie de personnes : Employés de la MRC. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC.

Usages compatibles : Le fichier sert également à consigner les congés autorisés et les jours de présence ; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi ; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme et à produire des rapports divers.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier. **No. ADD :** MRC 2000/027 **Enregistrement (SCT) :** 002266 **Numéro de fichier :** MRO PPE 805

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études ; leurs antécédents professionnels et leurs projets de carrière ; leur formation et leur perfectionnement ; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire. **Catégorie de personnes :** Les renseignements dans ce fichier se rapportent aux employés de la MRC. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible

Musée canadien de la nature

Chapitre 114

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas, minorités raciales). **Usages compatibles :** Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier. **No. ADD :** MRC 2000/027 **Enregistrement (SCT) :** 003361 **Numéro de fichier :** MRO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Formation et perfectionnement

Harcèlement

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. **Usages compatibles** : Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de grâces portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. **No. ADD** : MRC 2000/027 **Enregistrement (SCT)** : 002265 **Numéro de fichier** : MRO PPE 804

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes** :

But : Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement. **Usages compatibles** : Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction** : Ces renseignements concernent un employé et forment partie des dossiers du personnel que l'on envoie aux Archives nationales du Canada deux ans après que l'employé a quitté la Monnaie royale canadienne. **No. ADD** : MRC 2000/027 **Enregistrement (SCT)** : 002270 **Numéro de fichier** : MRO PPE 809

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse ; les descriptions de poste nécessaires lors de grâces sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. **Normes de conservation et de destruction** : Les dossiers sont détruits après une période de deux ans suivant la date de règlement du grief. **No. ADD** : MRC 2000/027 **Enregistrement (SCT)** : 002268 **Numéro de fichier** : MRO PPE 807

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des examens de connaissance linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles** : Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la date de la dernière justification. **No. ADD** : MRC 2000/027 **Enregistrement (SCT)** : 002267 **Numéro de fichier** : MRO PPE 806

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles** : Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages ; aux présences et aux congés ; aux mutations ; aux rétrogradations et à la fin de l'emploi. **Normes de conservation et de destruction** : En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la

Monnaie royale canadienne

Chapitre 113

Fichiers particuliers

Déclaration du temps de travail (saisie des données) -
fichier principal informatisé des employés

Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie. **Catégorie de personnes :** Employés de la MRC. **But :** Ce fichier a pour but de mettre à jour les coûts de la main-d'œuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu. **Usages compatibles :** Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coûts productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'œuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye et à maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé. **Normes de conservation et de destruction :** Les renseignements sont détruits après six ans. **No. ADD :** MRC 2000/027 **Enregistrement (SCT) :** 003362 **Numéro de fichier :** MRO PPE 801

Conflicts d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations

d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public. **Catégorie de personnes :** Ces renseignements se rapportent aux employés de la Monnaie. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. **Usages compatibles :** Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. ADD :** MRC 2000/027 **Enregistrement (SCT) :** 003360 **Numéro de fichier :** MRO PPE 802

Dotation
Description : Ce fichier contient des demandes de dotation ; des descriptions de postes ; des échelles de salaire ; des profils de sélection ; des affiches de concours ; des demandes de mutation ; des listes de mises à pied ; des imprimés d'ordinateur relatifs au répertoire des ressources humaines ; des demandes d'emploi ; des listes de candidats ; des documents portant sur des griefs en matière de dotation ; des évaluations du jury de sélection, y compris les notes d'évaluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats ; des listes d'admissibilité ; des offres d'emploi ; des avis destinés aux candidats ; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes :** Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. **But :** Ce

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Cartes d'identification et laissez-passer	Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)	Dossier personnel d'un employé
Dotation	Evaluation du rendement
Voyages et réinstallations	Stationnement

Formation et perfectionnement	Griefs
Harcelement	Langues officielles
Mesures disciplinaires	Présences et congés
Programme d'équité en matière d'emploi	Rémunération et avantages
Sécurité et santé au travail	

Accidents d'automobile, de bateau, d'embarcation et d'avion	
Aide aux employés	
Cartes d'identification et laissez-passer	
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Sécurité et santé au travail	
Stationnement	
Voyages et réinstallations	

Ministère des Finances Canada

Chapitre 112

Fichiers particuliers

Cartes d'identité et d'accès
Description : La banque contient les photos, les signatures, les noms de famille et les prénoms ainsi que les numéros de carte des employés du SCT et du ministère des Finances, et des personnes qui travaillent dans les locaux du SCT et du ministère des Finances ou qui doivent s'y rendre régulièrement. Elle contient également des renseignements concernant l'accès à l'édifice et l'évacuation de celui-ci. L'information concernant les cartes d'identité et d'accès est recueillie au moyen d'un formulaire de demande et emmagasinée dans une base de données informatisée. Pour accéder aux documents, il faut fournir le nom au complet ou le numéro de la carte d'accès. La banque contient aussi des renseignements concernant l'accès des employés à certaines installations et leur évaluation. L'information est recueillie au moyen de formulaires d'identification, de lettres, de vidéocassettes ou par caméra. **Catégorie de personnes :** Les employés du SCT et du ministère des Finances et ceux d'autres ministères qui occupent des locaux au Secrétariat ou au Ministère ou qui doivent s'y rendre, ainsi que les consultants qui doivent s'y présenter régulièrement. **But :** Tenir à jour l'information concernant la délivrance, l'annulation et l'utilisation des cartes d'identité et d'accès. Pour des raisons de sécurité et de protection, les cartes servent à contrôler l'accès à l'édifice et à certaines installations de celui-ci, et à assurer la sécurité et à certaines installations et l'évacuation de celles-ci, à assurer la sécurité des employés et des biens du SCT et du ministère des Finances, à préparer des rapports aux fins d'analyse statistique ou d'enquête sur des incidents qui surviennent, et à délivrer des cartes d'identité et d'accès. **Normes de conservation et de destruction :** Des renseignements particuliers sur l'accès aux locaux du ministère des finances et du SCT et l'évacuation de ceux-ci sont recueillis, emmagasinés dans une base de données informatisée uniquement pour des raisons de protection et de sécurité, et conservés deux ans au fins d'enquête sur les incidents qui surviennent, puis détruits. L'information recueillie pendant les heures d'occupation et sur des fiches de contrôle des admissions est conservée pendant deux ans à des fins d'enquête, puis détruite. Les images vidéo sont conservées jusqu'à sept jours, puis détruites, à moins qu'on en ait besoin pour enquêter sur des incidents. Tous les autres documents sont conservés pendant cinq ans après leur diffusion par le Ministère, puis détruits. On peut accéder aux documents, autres que les images vidéo, en fournissant le nom au complet et le CIDP. **No. ADD :** 98/001 **Enregistrement (SCT) :** 005099 **Numéro de fichier :** FIN PPE 816

et des actifs qui s'y trouvent. **Usages compatibles :**

personnel, de l'information et des biens du fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet. **Catégorie de personnes :** Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger. **But :** Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien. **Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment. **No. ADD :** AN-75/023 **Enregistrement (SCT) :** 000352 **Numéro de fichier :** AEG PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

d'identification, comme la première langue officielle de l'emploi, sa date de naissance et son numéro d'assurance sociale ; les résultats des évaluations de langue seconde (ELS) ; les certificats de formation et la correspondance concernant les qualifications de l'emploi en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILIO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'emploi. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. Le Ministère garde les renseignements sur les plaintes reçues concernant le Programme des langues officielles. Ces plaintes sont déposées directement auprès de la Direction des politiques et de la planification stratégique des ressources humaines ou nous parviennent par l'intermédiaire de Commissaire aux langues officielles. La division garde également des listes de champions des langues officielles nommés aux missions et dans les directions générales. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions ; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **No. ADD :** AN-75/023 **Enregistrement (SCT) :** 000358 **Numéro de fichier :** AEC PPE 803

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement ; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé.

Catégorie de personnes : Employés du Ministère. **But :** Ce fichier contient toute la documentation nécessaire à la

mise en oeuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones, handicapés et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'emploi peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **No. ADD :** AN-75/023 **Enregistrement (SCT) :** 000370 **Numéro de fichier :** AEC PPE 805

Remboursements non salariaux par le Receveur général pour les chèques du Canada
Description : Ce fichier contient l'adresse postale de chaque employé ou de l'information sur son compte bancaire. Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement. **But :** Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire. **Usages Compatibles :** Émettre des chèques à l'adresse postale ou à la banque d'un employé. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après le dernier usage administratif. **No. ADD :** AN-75/023 **Enregistrement (SCT) :** 004047 **Numéro de fichier :** AEC PPE 808

Sécurité personnelle et fiabilité des employés du Ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du

Ministère des Affaires étrangères et du Commerce international

Chapitre 111

Fichiers particuliers

Gestion du personnel : nominations d'employés

n'appartenant pas au ministère des Affaires

étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les

personnes qui ont été affectées à une mission à

l'étranger ainsi que des renseignements quant à leur

nomination, à leurs caractéristiques personnelles et aux

arrangements administratifs pris à leur intention en

prévision de l'affectation. **Catégorie de personnes :**

Fonctionnaires fédéraux qui ne travaillent pas au ministère

des Affaires étrangères et du Commerce international

(MAECI) et qui ont été affectés à une mission à l'étranger.

But : Ce fichier a pour but d'emmagasiner des

renseignements portant sur les principes et méthodes

applicables à l'affectation à une mission diplomatique

canadienne à l'étranger de fonctionnaires fédéraux qui ne

travaillent pas au MAECI. **Normes de conservation et**

de destruction : Les renseignements sont conservés en

mémoire pendant deux ans après la fin de l'affectation,

puis ils sont détruits. **No. ADD :** AN-75/023-1

Enregistrement (SCT) : 000350 **Numéro de fichier :**

AEC PCE 701

Évaluation du rendement

Description : Ce fichier contient des évaluations, des

rapports et de la correspondance concernant le

rendement de l'employé au travail (habiletés, aptitudes,

réalisations et intérêts). **Catégorie de personnes :**

Employés du Ministère. **But :** Ce fichier contient des

renseignements concernant le niveau de rendement de

chacun des employés des ministères et organismes

fédéraux. Il vise à déterminer le rendement de chacun

des employés, et à faciliter les décisions en ce qui a trait

aux besoins de formation et de perfectionnement, aux

approbations de la rémunération au rendement, aux

augmentations annuelles, au maintien en fonction, à la

prolongation de la période de stage et au renvoi pendant

un stage. **Usages compatibles :** Étayer les décisions

ayant trait aux promotions, aux mutations, aux

rétrogradations, à l'aide aux employés, aux mesures

disciplinaires et à la cessation d'emploi. **Normes de**

conservation et de destruction : Pour le groupe

exécuteur et les agents permurants, les évaluations sont

gardées pour toute la durée de l'emploi, et transférées

ensuite aux Archives nationales du Canada. Les dossiers

sont conservés pendant une période de dix ans pour les

employés qui sont inscrits dans le Système d'information

des ressources de gestion et pendant une période de

trois ans pour les autres employés. Après cette période,

les dossiers sont détruits. **No. ADD :** AN-75/023.

Enregistrement (SCT) : 000364 **Numéro de fichier :**

AEC PPE 804

Formation et perfectionnement

Description : Ce fichier contient des renseignements

personnels, notamment les demandes de formation et les

évaluations subséquentes ; les résultats des examens et

certificats ; les dossiers concernant le paiement des frais

; la correspondance relative à la participation des

employés à des cours de formation et de

perfectionnement pararrinés par le gouvernement ou par

des organismes privés. Il convient de signaler que les

dossiers relatifs à la participation et aux résultats obtenus

sont joints aux dossiers personnels des employés et que

l'on trouve dans le fichier concernant les évaluations de

rendement les renseignements touchant les besoins en

perfectionnement de chaque employé. **Catégorie de**

personnes : Le fichier se rapporte aux employés de

l'institution. **But :** Il a pour but de fournir de la

documentation pour l'administration des programmes de

formation et de perfectionnement au sein des ministères

et organismes fédéraux. **Usages compatibles :** Le

fichier sert aussi à approuver et à inscrire la participation

des employés à des cours de formation et de

perfectionnement et à confirmer les réalisations des

employés. **Normes de conservation et de**

destruction : Les dossiers sont gardés pour la durée de

l'emploi, plus un an, jusqu'à ce que les dossiers du

personnel soient automatisés, après quoi les dossiers de

plus de trois ans seront détruits. **No. ADD :** AN-75/023

Enregistrement (SCT) : 002507 **Numéro de fichier :**

AEC PPE 806

Gestion du personnel : employés recrutés sur place

Description : Ce fichier contient des données sur les

nominations, les évaluations, la classification, le lieu de

travail, le traitement, le régime de retraite, la cessation

d'emploi, la formation, les déplacements et le statut

d'accès SIGNET à distance des employés recrutés sur

place par les missions canadiennes à l'étranger.

Catégorie de personnes : Employés recrutés sur place

par les missions canadiennes à l'étranger. **But :** Ce

fichier a pour but d'emmagasiner des renseignements

concernant l'administration relative aux employés recrutés

sur place par les missions canadiennes dans les pays

hôtes. **Normes de conservation et de destruction :**

Les dossiers conservés dans les missions sont détruits

six mois après le départ d'un employé. L'administration

centrale conserve les dossiers conformément à la

politique ministérielle applicable. **No. ADD :** AN-75/023

Enregistrement (SCT) : 000351 **Numéro de fichier :**

AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions aux

cours et des renseignements relatifs aux présences ; des

demandes de formation linguistique comprenant des

données personnelles de base utilisées à des fins

sondage à l'interne afin d'évaluer la politique "Pour un milieu de travail à l'abri des conflits et du harcèlement" et les services offerts par le Bureau de résolution des conflits dans le but d'évaluer leur impact sur le milieu de travail. Cette banque de données contient les réponses reçues, soit des questionnaires dûment complétés ou par le biais d'entrevues effectuées par les membres du comité. **Catégorie de personnes** : Tout le personnel du ministère de la Justice, y compris les cadres, les employés embauchés à terme ou pour une période indéterminée, les contractuels, ainsi que les employés d'autres ministères relevant d'employés du ministère de la Justice et le personnel d'agence de placement. **But** : L'information a été utilisée pour évaluer l'impact de cette politique et l'efficacité du Bureau de résolution des conflits, ainsi que fournir des recommandations à l'intention du sous-ministre de la Justice. **Normes de conservation et de destruction** : Les données sont conservées pendant deux ans après la dernière action administrative au dossier. **No. ADD** : 98/005

JUS PPE 808

Enregistrement (SCT) : 004182 **Numéro de fichier** :

Système de gestion des salaires

Description : Le Système de gestion des salaires est une banque de données contenant des renseignements personnels sur les employés du ministère de la Justice. Cette banque de données contient également des renseignements sur chacun des postes au Ministère. Les données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée. **Catégorie de personnes** : Employés du Ministère. **But** : Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante. **Normes de conservation et de destruction** : Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada. **No. ADD** : 98/005

Enregistrement (SCT) : 003510 **Numéro de fichier** : JUS PPE 803

Vérification 360 degrés des références

Description : Ce fichier renferme des copies de questionnaires concernant les individus qui ont posé leur

candidature à des postes de cadre au ministère de la Justice. Ce questionnaire sert à obtenir des renseignements sur les qualités de direction des candidats, ainsi que leur engagement envers les valeurs du Ministère. Le questionnaire est rempli par les supérieurs, les collègues et les subordonnés des candidats. **Catégorie de personnes** : Les individus qui ont posé leur candidature à des postes seniors du ministère de la Justice. **But** : Ces renseignements servent à sélectionner les candidats. **Normes de conservation et de destruction** : Les données sont conservées pendant deux ans après la dernière action administrative au dossier. **No. ADD** : 98/005

JUS PPE 807

Enregistrement (SCT) : 003996 **Numéro de fichier** :

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Inventaire des profils linguistiques et professionnels : Ce fichier contient des renseignements au sujet des employés du ministère de la Justice intéressés à participer à des projets tant sur la scène nationale qu'internationale et à des échanges avec les partenaires des secteurs public et privé (organismes non-gouvernementaux, autres ministères, universités, etc.). Les renseignements incluent les nom, section, classification, numéros de téléphone et de télécopieur au bureau, profil linguistique, domaines de compétence, expérience au niveau international et adhésion aux barreaux. **Catégorie de personnes** : Les employés du Ministère qui acceptent de faire partie de l'inventaire. **But** : L'information permet d'identifier des candidats ayant des profils linguistiques et professionnels précis pour participer à des projets ou échanges. **Normes de conservation et de destruction** : Le fichier est mis à jour périodiquement et les noms des employés qui ont quitté le Ministère sont alors rayés. **No. ADD** : 98/005 **Enregistrement (SCT)** : 004184 **Numéro de fichier** : JUS PPE 809

Inventaire linguistique : Ce fichier contient les noms, sections et numéros de téléphone au bureau des employés qui comprennent, parlent, lisent ou écrivent une langue autre que le français ou l'anglais. **Catégorie de personnes** : Les employés du Ministère qui acceptent de faire partie de l'inventaire. **But** : L'information permet d'identifier les employés ayant des compétences linguistiques spécialisées qui désirent participer à des activités nécessitant la connaissance d'autres langues (par exemple, pour communiquer avec des visiteurs étrangers, assister à des réunions avec des délégations au Canada ou à l'étranger). **Normes de conservation et de destruction** : Le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. **No. ADD** : 98/005 **Enregistrement (SCT)** : 003678 **Numéro de fichier** : JUS PPE 805

Planification de la reprise des activités : Cette banque de données renferme les adresses et numéros de téléphone des employés, les plans d'urgence des secteurs et les analyses de l'incidence des activités. Elle contient également des plans d'équipes, des plans d'urgence généraux et des procédures communes. **Catégorie de personnes** : Les employés du Ministère. **But** : Les renseignements sont compilés pour être utilisés seulement dans des situations d'urgence ou de désastre impliquant le Ministère. Les renseignements serviront à former des équipes pour rétablir les activités essentielles du Ministère. **Normes de conservation et de destruction** : Le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. **No. ADD** : 98/001 **Enregistrement (SCT)** : 003917 **Numéro de fichier** : JUS PPE 806

Sondage sur la politique de harcèlement

Description : Au printemps 1999, le Comité directeur d'évaluation de la gestion des conflits a mené un

employés du ministère de la Justice qui sont tenus de comptabiliser leur temps. **But** : Les renseignements contenus dans cette banque de données servent à la gestion des ressources, dont la planification, l'affectation et la justification des ressources, la gestion de la charge de travail et la facturation des clients. **Usages compatibles** : Les gestionnaires peuvent consulter cette banque pour confirmer que les employés, pour rencontrer les exigences du poste, comptabilisent leur temps de façon appropriée. Ce renseignements est utilisé comme un des critères d'évaluation de rendement. **Normes de conservation et de destruction** : Les données sont gardées cinq années après la date de la dernière action au dossier. **No. ADD** : 98/005 **Enregistrement (SCT)** : 004245 **Numéro de fichier** : JUS PPE 811

Gestion de carrière

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes** : Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. **But** : Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. **Usages compatibles** : Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. **Normes de conservation et de destruction** : Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances. **No. ADD** : 98/005 **Enregistrement (SCT)** : 003491 **Numéro de fichier** : JUS PPE 801

Greffe de la saisie-arrêt

Description : Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées. **Catégorie de personnes** : Les employés qui manquent à des obligations financières de nature commerciale ou alimentaire. **But** : Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction de pensions. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de 21 ans. **No. ADD** : 95/030 **Enregistrement (SCT)** : 003511 **Numéro de fichier** : JUS PPE 804

L'administration canadienne de la sureté du transport

aérien

Chapitre 109

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
 - Autorisations sécuritaires
 - Cartes d'identification et laissez-passer
 - Code régissant les conflits d'intérêts et l'après-mandat
 - Dossier personnel d'un employé
 - Dotation
 - Évaluation du rendement
 - Formation et perfectionnement
 - Garderie en milieu de travail
- Harcelement
 - Journaux de controle des réseaux électroniques
 - Langues officielles
 - Mesures disciplinaires
 - Politique de reconnaissance
 - Présences et congés
 - Programme d'équité en matière d'emploi
 - Rémunération et avantages
 - Sécurité et santé au travail
 - Stationnement
 - Vérification de la fiabilité
 - Voyages et réinstallations

Ministère de la Justice Canada

Chapitre 110

Fichiers particuliers

Base de données pour la vérification des réseaux

électroniques

Description : Ce fichier renferme des données sur

l'accès aux réseaux électroniques du Ministère et sur leur

utilisation, notamment sur l'Internet et le réseau de

courrier électronique. Les systèmes techniques

permettent d'enregistrer automatiquement les sites

Internet consultés et les adresses de courrier électronique

utilisées. Ils permettent également de saisir des données

sur l'ordinateur dont l'utilisateur s'est servi pour l'Internet

et pour le courrier électronique ainsi que sur l'utilisateur

lui-même. Le fichier journal porte le numéro du protocole

Internet (PI) de l'employé plutôt que son nom. Il est

toutefois possible, en cas de besoin, d'indexer le numéro

PI à l'aide d'un renvoi au nom de la personne. Si l'on

soupçonne une mauvaise utilisation des réseaux et qu'on

fasse enquête à ce sujet, il se peut qu'on surveille ou

qu'on lise le contenu des messages et des dossiers

électroniques de l'utilisateur et cela, à son insu.

Catégorie de personnes : Tous les utilisateurs autorisés

(notamment les gestionnaires, les employés pour une

durée indéterminée et déterminée, les entrepreneurs et

les personnes embauchées par l'intermédiaire d'une

agence de placement temporaire), sauf les employés des

unités de services juridiques ministériels. **But :** En raison

des nécessités du service, les réseaux font l'objet d'une

vérification périodique pour déterminer s'ils sont en bon

état de fonctionnement et cerner les problèmes à

résoudre. Par ailleurs, la Division de la sécurité et des

services administratifs demande de lui fournir à certains

moments les journaux du serveur d'archivage

électronique pour veiller à ce que les mesures de sécurité

soient respectées. **Usages compatibles :** Après

analyse des journaux ou à la suite d'une plainte, s'il est

raisonnable de croire qu'une personne utilise le réseau à

mauvais escient, l'affaire est portée à l'attention de la

Division de la sécurité et des services administratifs, qui

déterminera s'il y a lieu d'examiner la question plus avant et

de prendre des mesures. Le ministère de la Justice a

établi une politique sur l'utilisation des réseaux

électroniques, dans laquelle on décrit les usages

acceptables de l'Internet et du réseau de courrier

électronique. Si un employé ne respecte pas la politique,

où il s'imposerait de prendre d'autres mesures. **Normes**

de conservation et de destruction : Les documents

doivent être conservés pendant deux ans après la

dernière mesure administrative portée au dossier. **No.**

ADD : 98/001 **Enregistrement (SCT) :** 004242

Numéro de fichier : JUS PPE 810

Données relatives à la comptabilisation du temps

Description : Cette banque de données contient les

relevés de temps indiquant les heures consacrées au

travail, ce à quoi elles ont été consacrées, les heures de

congé consignées par les employés, ainsi que les coûts

associés aux travaux. **Catégorie de personnes :** Les

Infrastructure Canada

Chapitre 107

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Présences et congés
Programme d'équité en matière d'emploi
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Instituts de recherche en santé du Canada

Chapitre 108

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

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Dotation

Évaluation du rendement

Formation et perfectionnement
Griefs
Harèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Remboursement d'employé
Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile. **Catégorie de personnes :** Employés du ministère. **But :** Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Travaux publics et Services gouvernementaux Canada. **Usages compatibles :** Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données. **Normes de conservation et de destruction :** Les dossiers seront retenus pendant six ans puis détruits. **No. ADD :** 99/004 **Renvoi au dossier # :** IST 914 **Enregistrement (SCT) :** 003218 **Numéro de fichier :** IC PPE 806

Renseignements personnels divulgués à des organismes d'enquête fédéraux
Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnelles présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. **Catégorie de personnes :** Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. **But :** Ce fichier a pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada. **No. ADD :** 98/001 **Renvoi au dossier # :** EIR ACG 285 **Enregistrement (SCT) :** 002012 **Numéro de fichier :** IC PPE 801

Rétroaction des employées
Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emploi et lieu de travail des employés du ministère. Cette base de données contient aussi les opinions ou les idées personnelles des employés sur la satisfaction qu'ils retirent de leur emploi et leur milieu de travail. **Catégorie de personnes :** Employés d'Industrie Canada travaillant à la Direction générale du contrôle, dans la région de la capitale nationale. **But :** La base de données a pour but d'appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôle, en particulier en ce qui a trait à l'efficacité et à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. **Usages compatibles :** Les données servent à établir des statistiques utilisées par la Direction générale du contrôle pour évaluer le niveau de

Sondage auprès des employés
Description : Ce fichier contiendra des renseignements tels que la catégorie d'emploi, le lieu de travail, l'âge, et le sexe des employés fédéraux. Il contiendra aussi des opinions et des idées personnelles sur les différents aspects de l'environnement de travail tel que la communication interne, le leadership, le développement de carrière et le travail d'équipe. **Catégorie de personnes :** Tous les employés du secteur du Spectre, technologies de l'information et télécommunications (STIT) d'Industrie Canada (approximativement 400) et les employés des bureaux régionaux d'Industrie Canada qui ont la responsabilité d'exécuter le mandat du STIT au niveau régional (approximativement 400). **But :** Le but du fichier est d'appuyer un exercice de renouvellement de secteur du STIT. Cette initiative vise à améliorer l'environnement de travail dans son ensemble. **Usages compatibles :** Les renseignements seront utilisés pour aider la gestion et le Conseil des employés du STIT à développer des initiatives et mettre en place des pratiques contribuant à améliorer l'environnement de travail. **Normes de conservation et de destruction :** Les données seront conservées pour deux ans, après quoi elles seront éliminées. **No. ADD :** 98/004 **Enregistrement (SCT) :** 003955 **Numéro de fichier :** IC PPE 800

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Evaluation du rendement
Formation et perfectionnement
Gréifs
Harèlement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance

No. ADD : 98/005 **Enregistrement (SCT) :** 004254
Numéro de fichier : IC PPE 815

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports complets concernant le programme de prime. **Catégorie de personnes :** Employés de l'institution. **But :** Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant six ans et sont ensuite détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002561 **Numéro de fichier :** IC PPE 812

Programme d'affectation
Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'emplois en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. **But :** Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation. **Usages compatibles :** Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir une affectation. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002905 **Numéro de fichier :** IC PPE 803

Programme de médiateur
Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. **Normes de conservation et de destruction :** La conservation et destruction de ce fichier sont à définir. **Enregistrement (SCT) :** 003003 **Numéro de fichier :** IC PPE 808

No. ADD : 98/001 **Enregistrement (SCT) :** 003979 **Numéro de fichier :** IC PPE 816

Cartes de voyage personnelles Amex
Description : Ce fichier contient les formulaires de demandes de cartes Amex. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier sert à fournir une carte de crédit personnelle par le gouvernement aux employés qui voyagent fréquemment afin d'acquitter des frais de voyage. **Usages compatibles :** Les rapports d'activité mensuels sont utilisés afin de déterminer si les paiements sont effectués à la date d'échéance. Ils sont aussi utilisés dans le but d'identifier les comptes sérieusement en retard lorsqu'Amex demande de l'aide dans le recouvrement d'un compte. **Normes de conservation et de destruction :** Les formulaires de demandes sont conservés pour deux ans après le dernier usage de la carte. **No. ADD :** 99/004 **Enregistrement (SCT) :** 002562 **Numéro de fichier :** IC PPE 811

Développement — cadres supérieurs
Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qu'il est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes :** Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux EX-1 et EX-2. **But :** Le fichier vise à faciliter la planification des ressources humaines et par les employés du service du personnel renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. **Normes de conservation et de destruction :** Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. **Enregistrement (SCT) :** 002711 **Numéro de fichier :** IC PPE 810

Peoplesoft/HRMS
Description : Cette banque de données contient l'information suivante : Secteur, Direction générale, nom, CDP, sexe, première langue officielle, classification et lieu de travail. Il s'agit d'un système de gestion des ressources humaines automatisé qui contient des données sur la gestion des postes et des décisions de classification, gestion des effectifs y compris les affectations, gestion des priorités, gestion de la formation, gestion des relations de travail, langues officielles, équité en matière d'emploi, rémunération et congé. **Catégorie de personnes :** Tous les employés d'Industrie Canada. **But :** Gestion des ressources humaines à l'industrie Canada tel que décrit dans la section "description". **Normes de conservation et de destruction :** Les données de plus de cinq ans sont archivées électroniquement mais sont accessibles en tout temps.

Fichiers centraux

Dossiers en matière de conflits d'intérêts

Description : Ce fichier contient des renseignements

relatifs aux activités privées, aux biens et aux exécutifs des personnes visées par le Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Catégorie de personnes :** Les lieutenants-gouverneurs, les ministres, leur personnel exclu, les secrétaires parlementaires, les personnes nommées par le gouverneur en conseil et toutes les personnes nommées à une charge à plein temps par un ministre qui sont ou ont été assujettis au Code. **But :** Le fichier a pour objet de réunir de l'information relative à la mise en application du Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Usages compatibles :** Les données peuvent servir à établir des précédents dans la mise en application des directives en matière de conflits d'intérêts et de l'après-mandat et à extraire une partie des renseignements qui seront versés et maintenus dans un registre public

(<http://strategis.ic.gc.ca/SSG/0e00001f.html>) tel qu'énoncé dans le Code. **Normes de conservation et de destruction :** Les données sont en général conservées pour une période de deux ans après que la personne a cessé d'être titulaire d'une charge publique, selon le plan 5 des Plans généraux d'élimination des documents du gouvernement du Canada. **No. ADD :** 98/001 **Renvoi au dossier # :** IC IC 140

Enregistrement (SCT) : 000130 **Numéro de fichier :** IC PCE 701

Rétroaction des clients et de la collectivité

fonctionnelle

Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emplois et lieu de travail des employés du gouvernement fédéral. Cette base de données contient aussi les opinions ou les idées personnelles sur la satisfaction de la clientèle. **Catégorie de personnes :** Employés d'Industrie Canada de tous les coins du pays sélectionnés au hasard, employés d'autres ministères fédéraux comme le Secrétariat du Conseil du Trésor et Travaux publics et Services gouvernementaux Canada, qui utilisent les produits et services de la Direction générale du contrôle. **But :** La base de données vise à appuyer les activités internes d'examen des programmes au sein de la Direction générale et à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. **Usages compatibles :** La Direction générale du contrôle utilise ces données pour établir des statistiques servant à évaluer la satisfaction de ses clients et de la collectivité

Fichiers particuliers

Banque de mentors

Description : Cette banque contient des informations

personnelles sur les employés telles leur curriculum vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils recherchent et les groupes d'employés avec lesquels ils préfèrent agir. L'information est recueillie à l'aide d'un questionnaire et/ou au cours d'une entrevue. **Catégorie de personnes :** Tous les employés du ministère. **But :** Ce fichier a pour but de coordonner le programme de mentorat du ministère. **Usages compatibles :** L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et les protégés. **Normes de conservation et de destruction :** Le dossier sera maintenu aussi longtemps que l'employé senior est actif dans le programme et mentorat ou deux ans après la dernière action administrative et ensuite détruit. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003668 **Numéro de fichier :** IC PPE 807

Base de données de vérification des visites sur Internet

Description : La banque renferme des renseignements sur l'accès à Internet par le truchement du réseau ministériel d'Industrie Canada, plus particulièrement sur les sites Internet visités par les employés du Ministère. La base de données indique les sites Internet visités sur Internet, ainsi que l'adresse IP de l'employé. Le nom même de la personne ne figure pas dans la base de données, mais l'adresse IP peut y renvoyer ay besoin. **Catégorie de personnes :** Tous les employés du Ministère. **But :** La banque a pour but de permettre une vérification rétrospective des sites Internet visités sur l'Internet par les employés d'Industrie Canada. Le Ministère a établi une politique sur l'utilisation d'Internet dans laquelle sont énoncées les utilisations acceptables d'Internet par le personnel. Si un employé enfreint les dispositions de la politique, la vérification servira à étayer, au besoin, la prise des mesures nécessaires. **Usages compatibles :** Les renseignements que contient la banque seront fournis à la demande du service de sécurité d'Industrie Canada. Ces renseignements sont communiqués au service de sécurité d'Industrie Canada lorsque ce dernier a des raisons suffisantes de croire qu'un employé d'Industrie Canada a utilisé Internet à mauvais escient. **Normes de conservation et de destruction :** Les renseignements figurant dans la base de données de vérification sont conservés pendant une

que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griets des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système SIRGH (information sur la gestion des ressources humaines). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance. **No. ADD** : 86/001 **Enregistrement (SCT)** : 002103 **Numéro de fichier** : GRC PPE 818

Fichiers ordinaires

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Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les dossiers contenus dans ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé. **No. ADD** : 2000/30 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001022 **Numéro de fichier** : GRC PPE 810

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race ; leur origine ethnique ; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres doivent donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. **Catégorie de personnes** : Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. **But** : Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes désignés par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi. **Usages compatibles** : Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi

remunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système

(SIGRH) **Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 2000/30 Renvoi au dossier # :** GRC GRC 922 **Enregistrement (SCT) :** 001020

Numéro de fichier : GRC PPE 808

Dossiers sur la solde et les indemnités des membres de la GRC

Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Travaux publics et services gouvernementaux Canada qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintenue de concert avec le ministère des Travaux publics et services

Usages compatibles : Ces renseignements sont utilisés la GRC et est comprise dans les clauses du contrat. cette information la protection requise telle qu'exigée par des régimes de retraite et d'assurance. On donne à compagnie contractuelle dans le but de l'administration de l'information de cette banque de données est fournie à la l'administration du Régime de pensions du Canada. transmise à Santé et Bien-être Social Canada pour et Relevé 1. Cette information est éventuellement déductions qui doivent apparaître sur les formulaires T-4 numéro d'assurance sociale est utilisé pour les gains et gouvernements Canada pour raison de pension. Le ministère des Travaux publics et services des destinataires est maintenue de concert avec le

aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; Zynindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclamation. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 78/001 Renvoi au dossier # :** GRC GRC 925 **Enregistrement (SCT) :** 001018 **Numéro de fichier :** GRC PPE 806

Employés civils temporaires

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés civils temporaires. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les certificats d'habilitations sécuritaires ou relatives à la fiabilité, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'employé civil temporaire au sein de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut

fonctions policières à l'étranger ou qui ont demandé à l'être sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continue dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Les informations médicales serviront à déterminer si les personnes sont aptes à être affectées à des fonctions policières à l'étranger. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. **Usages compatibles :** L'Officier responsable du Centre national de décisions des services de santé (CNDSS) ou le personnel des services de santé régionaux ou divisionnaire (SSR-D) se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions, y compris des fonctions policières à l'étranger et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Les informations médicales serviront à déterminer si les personnes sont aptes à être affectées à des fonctions policières à l'étranger. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. **Usages compatibles :** L'Officier responsable du Centre national de décisions des services de santé (CNDSS) ou le personnel des services de santé régionaux ou divisionnaire (SSR-D) se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions, y compris des fonctions policières à l'étranger et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation lorsque

l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion de l'officier responsable du CNDSS ou du personnel des SSR-D, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de confrères ; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification et des statistiques ainsi que pour le couplage des données avec les systèmes SIGRH, FARS et SISS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de

d'information sur la gestion des ressources humaines (SIGRH **Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC GRC 926 **Enregistrement (SCT) :** 001017 **Numéro de fichier :** GRC PPE 805

Dossiers médicaux des membres de la GRC et d'autres personnes demandant une affectation à des fonctions policières à l'étranger
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils ainsi que sur d'autres personnes affectées à des fonctions policières à l'étranger. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les renseignements portent en outre sur le dossier médical des personnes affectées à des fonctions policières à l'étranger. Les dossiers médicaux contiennent de la correspondance, des rapports et des formulaires se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire d'accès à des renseignements personnels, et indiquer leur nom, prénoms et numéro matricule, ainsi que leur numéro d'insigne ou leur numéro d'emploi de la fonction publique. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents. **But :** Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils et les personnes qui sont affectées à des membres civils et les personnes qui sont affectées à des

mutation, à l'avancement, la rétrogradation, l'aide aux employés, aux affectations et à la fin de l'emploi.

Usages compatibles : Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la

planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système

(SIGRH) **Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le

sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001013

Numéro de fichier : GRC PPE 801

Dossiers disciplinaires des membres de la GRC
Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre ; les réprimandes, les avertissements, les rapports de tribunaux de services et de comités d'arbitrage, les mesures disciplinaires simples et graves, les appels, les comités et toute la documentation pertinente ; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes relatives aux plaintes du public qui entraînent des mesures disciplinaires contre un membre et peuvent être conservées dans le fichier GRC PPU 085 ; les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présomée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et des infractions criminelles, y compris les comités, les audiences et les décisions. La documentation relative au licenciement obligatoire pour des raisons autres que

l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 Dossiers d'évaluation de rendement des membres de la GRC+ ou le fichier GRC PPE 802 *Dossiers de service des membres de la GRC. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. **But :** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires graves ou simples, les amendes, les faiblesses, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles et civiles, les enquêtes, l'admissibilité au traitement médical et les pensions. **Usages compatibles :** Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquête sur une plainte contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement peuvent être divulguées au plaignant lors de plainte fondée. Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de

rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système

fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 2000/30 Renvoi au dossier # :** GRC GRC 926 **Enregistrement (SCT) :** 001016

Numéro de fichier : GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu du rendement du membre au travail. Il contient les documents suivants, rapports d'entrevues, appréciations de rendement, conseils et orientation fournis, les citations, les médailles, les avis d'erreur et les documents pertinents des copies de demandes de formation, les résultats d'examen, et les relevés de paie. Le fichier est identifié dans le RERH Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements qui ont été présentés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le Comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les

indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et la continuation du service. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers que ce fichier sont conservés par le service desservi durant la période d'emploi et sont retournés à la municipalité deux ans après la cessation d'emploi. **No. ADD : 2000/30 Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001023 **Numéro de fichier :** GRC PPE 811

Dossiers des griefs des membres de la GRC

Description : Ce fichier renferme des renseignements sur les griefs présentés par des membres réguliers, des membres spéciaux ou des membres civils de la GRC. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers ou civils de la GRC qui ont présenté des griefs concernant un aspect quelconque de leur service. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le Comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les

Dossiers de service des membres de la GRC

Description : Ce fichier renferme des renseignements

qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les résultats

du programme de formation de base des recrues (système informatique LAN), évaluations faites suite à la formation, recommandations en vue d'une promotion ou

d'une mutation, les avis de mutation et de changement, les certificats personnels, des renseignements sur les

assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, créances à recouvrer, les

mutations pour raisons personnelles, résultats d'évaluation de la langue seconde, profil linguistique, le

certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois fédérales,

pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-emploi et de la Loi de l'impôt

sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer

aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent

également indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit

où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent

obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter

l'acheminement de leur demande. Des dossiers supplémentaires sont également retenus à la Direction

générale et aux divisions sur les individus qui ont réussi avec succès le cours d'agent d'infiltration et obtenu de la

Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez

reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division

ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être

conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le

système d'information sur les langues officielles (SILO), le système de soutien bureaucratique de la GRC (ROSS).

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But :** Ce

fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le

couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la

GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un

de ses membres, enquêtes et assistance générale) ; GRC

PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en

ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi) Toutes les liaisons concernant l'administration des

ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont

transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des

demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements

personnels du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de

blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des

pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être

consultées par l'entremise de ce ministère. Cette d'information peut être reliée avec le Système

(SIGRH) d'information sur la gestion des ressources humaines Les renseignements contenus dans ce fichier sont

conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une

valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :**

2000/30 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001014 **Numéro de fichier :**

GRC PPE 802 **Dossiers des employés municipaux à l'emploi de la GRC**

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada

aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au

sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les certificats d'habilitation sécuritaire ou relatifs à la fiabilité, le

traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de

service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent

le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leur

nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent

des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH). **Normes de conservation et de destruction** : Les dossiers que contient ce fichier sont conservés pendant sept ans suivant la cessation d'emploi ou pendant deux ans suivant la date de la dernière pièce de correspondance, selon la plus longue de ces deux périodes. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD** : 2000/30 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001021 **Numéro de fichier** : GRC PPE 809

Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat
Description : Ce fichier contient les demandes de participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont les rapports d'enquêtes et la correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre.
Catégorie de personnes : Tous les membres de la GRC. **But** : Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. **Usages compatibles** : Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation du rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC C/M/P PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux

dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers que contient ce fichier sont conservés pendant sept ans suivant la cessation d'emploi ou pendant deux ans suivant la date de la dernière pièce de correspondance, selon la plus longue de ces deux périodes. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD** : 78/001. **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001019 **Numéro de fichier** : GRC PPE 807

Dossiers administratifs généraux de la GRC
Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. **Catégorie de personnes** : Description : Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. **But** : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. **Usages compatibles** : Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et servir pour le couplage de données dans les fichiers suivants : GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD** : 78/001. **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001019 **Numéro de fichier** : GRC PPE 807

Fichiers particuliers

Dossiers relatifs aux débats des comités

d'avancement des membres de la GRC

Description : Ce fichier renferme des curriculum vitae,

des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils

d'évaluation, les résultats d'examen de promotion et/ou les résultats d'entrevues devant le comité de promotion,

ou des renseignements sur les postes qui sont comblés, des tableaux de comparaison concernant la sélection du

personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux

exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leur

nom, prénom et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements

sujants concernant le poste pour lequel les mesures de dotation ont été prises sont également nécessaires ;

Pour les aspirants officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu doit

figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les

documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements

contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par

exemple, dans le système "Information sur les examens". **Catégorie de personnes :** Tous les gendarmes, les

sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils qui ont écrit l'examen de

promotion et/ou se sont présentés devant le comité de promotion ou qui ont été considérés pour une promotion

ou une mutation latérale par les jurys des promotions/ mutations et qui se sont présentés devant le conseil

d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les officiers, les membres

spéciaux ou grade équivalant à celui d'un officier, qui ont été considérés pour de l'avancement par le Commissaire

ou son délégué. **But :** Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats

en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la

révision des gréfs découlant de ces mesures. **Usages compatibles :** Ces renseignements peuvent également

être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le

couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801

Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres

de la GRC) ; GRC PPE 804 (Dossiers des gréfs des membres de la GRC) ; GRC PPE 805 (Dossiers

disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction :** Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC GRC 920 **Enregistrement (SCT) :** 001015 **Numéro de fichier :** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que les certificats d'habilitation sécuritaire ou relatifs à la fiabilité. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Tous les employés. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Appuyer les décisions sur des situations potentielles de conflit d'intérêt. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. ADD :** 98/002 **Enregistrement (SCT) :** 001626 **Numéro de fichier :** FAC PPE 801

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements sur les employés des groupes désignés. Les répondants de l'auto-identifier en indiquant sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue, s'ils font partie d'un groupe des minorités visibles ou s'ils sont des personnes de sexe féminin. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe désigné (par exemple femmes, autochtones, personnes atteintes d'invalidité et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes désignés au sein de l'effectif à celle des membres des autres groupes au sein de FAC sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autres fichiers comprenant des renseignements sur les employés (par

exemple la base de données des ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en œuvre la politique relative à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Ces documents seront conservés au moins durant les trois années qui suivent celle à l'égard de laquelle un rapport est fait. **No. ADD :** 98/002 **Enregistrement (SCT) :** 002803 **Numéro de fichier :** FAC PPE 802

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griets
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **Catégorie de personnes** : Employés actuels et anciens employés. **But** : Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés. **Usages compatibles** : Étayer à l'aide de pièces à l'appui les décisions en matière de dotation, de mutation et de promotions ; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétaire du Conseil du Trésor. **Normes de conservation et de destruction** : On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents. **No. ADD** : 86/001 **Enregistrement (SCT)** : 000155 **Numéro de fichier** : EDC PPE 805

Régime de retraite des employés d'Exportation et développement Canada et Régime de retraite complémentaire de certains employés d'Exportation et développement Canada

Description : Ce fichier renferme des formulaires

d'options, des formulaires de désignation de bénéficiaire, des preuves de services passés et de la correspondance concernant le régime de retraite. On y trouve en particulier les renseignements suivants : nom de l'employé, numéro d'assurance sociale, date de naissance, sexe, langue préférée, adresse, état matrimonial, dates de cohabitation (en cas de rupture du mariage), date d'entrée en fonction, date de cessation d'emploi/départ à la retraite, cotisations et intérêt, gains et service ouvrant droit à pension, services passés, service accompagné d'option et droits à retraite. Le fichier peut renfermer également le nom, la date de naissance et le sexe des bénéficiaires. Pour accéder à un dossier, il faut fournir le numéro d'emploi ainsi que les renseignements de l'employé. Les renseignements contenus dans ce fichier sont enregistrés également dans le système d'information d'EDC. **Catégorie de personnes** : Employés permanents, bénéficiaires désignés et retraités. **But** : Établir les prestations de retraite des employés participants d'EDC. Ces renseignements peuvent être utilisés à des fins de recherche statistique, d'évaluation actuarielle des coûts et des obligations découlant du régime de retraite pour EDC ainsi que pour planifier, appliquer et évaluer les politiques d'EDC concernant le régime et les prestations de retraite. L'authentifier les décisions sur les droits à pension. Le numéro d'assurance sociale est obtenu dans le cadre de la Loi de l'impôt sur le revenu pour établir la déductibilité fiscale des cotisations de l'employé et pour calculer l'impôt sur les prestations. Les renseignements sont présentés de manière sommaire ou détaillée : (i) au

bureau fédéral du surintendant des institutions financières du Canada et à l'Agence des douanes et du revenu du Canada conformément aux exigences de la Loi sur les normes de prestations de pension et de la Loi de l'impôt sur le revenu ; (iii) aux ministères ou organismes du gouvernement fédéral, à d'autres employeurs ou à leurs fiduciaires et aux institutions financières des employés dans les cas de mutations d'employés ; et, (iiii) aux fiduciaires et aux fournisseurs de services de régime de retraite avec lesquels EDC a conclu des conventions de gestion financière ou des conventions de services. **No. ADD** : 86/001 **Enregistrement (SCT)** : 005344 **Numéro de fichier** : EDC PPE 825

Stationnement
Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par EDC. La section du dossier personnel de l'employé contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines et dans le Système informatique de gestion. **Catégorie de personnes** : Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement. **But** : Le fichier sert à étayer l'administration des avantages en matière de stationnement. **Usages compatibles** : Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. **Normes de conservation et de destruction** : On détruit les dossiers deux ans après l'expiration du permis. **No. ADD** : 86/001 **Enregistrement (SCT)** : 000159 **Numéro de fichier** : EDC PPE 808

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes** : Ce fichier concerne les employés actuels et anciens employés. **But** : Il a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. **Usages compatibles** : Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. ADD** : 86/001 **Enregistrement (SCT)** : 004055 **Numéro de fichier** : EDC PPE 811

responsabilité compètent. Conformément aux exigences de Développement des ressources humaines Canada, ces dossiers renferment des renseignements personnels sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Développement des ressources humaines Canada.

Catégorie de personnes : Employés actuels et anciens employés. **But :** Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace du programme de santé et de sécurité. **Usages compatibles :** Étayer les décisions relatives aux indemnisations et aux congés attribuables à des accidents du travail ; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail ; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres ; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Développement des ressources humaines Canada. **Normes de conservation et de destruction :** On conserve les dossiers relatifs à l'administration des premiers soins pendant cinq ans ; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont conservés pendant 10 ans ; après cette période, les dossiers sont détruits. Quant aux dossiers de Développement des ressources humaines Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000156 **Numéro de fichier :** EDC PPE 806

Langues officielles

Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences ; les demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification ; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus

dotation en personnel ; les examens et les résultats ; les offres d'emploi ; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat. **Catégorie de personnes :** Employés-candidats. **But :** Choisir les candidats et combler les postes vacants. **Normes de conservation et de destruction :** On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative ; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000153 **Numéro de fichier :** EDC PPE 803

Formation et perfectionnement

Description : Ce fichier renferme les données relatives à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés. **But :** Approuver et noter la participation des employés à des cours de formation et de perfectionnement. **Usages compatibles :** Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000154 **Numéro de fichier :** EDC PPE 804

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport du superviseur ; enquête sur un accident, documents qui sont conservés au centre de

Dossier professionnel de l'employé

Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'employé, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelle, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés. **But :** Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. **Usages compatibles :** Étayer les décisions portant sur la dotation ; la rémunération et les avantages sociaux ; la formation et le perfectionnement ; les langues officielles ; la santé et la sécurité professionnelles. **Normes de conservation et de destruction :** On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est joint au dossier personnel de l'employé que l'on garde jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique.

86/001 Enregistrement (SCT) : 004246 Numéro de

EDC PPE 802

Exportation et Développement Canada

Chapitre 103

Fichiers particuliers

Autorisations sécuritaires

Description : Ce fichier renferme les antécédents

personnels ; les résumés des enquêtes menées par le

Service canadien du renseignement de sécurité (SCRS) ;

les fiches d'empreintes digitales ; les casiers judiciaires ;

les directives sur la sécurité et la correspondance relative

à l'agrement sécuritaire des employés. (Les détails des

enquêtes menées par le SCRS sont gardés dans le fichier

évaluation de sécurité (SRS PPU 005 du SCRS).

Catégorie de personnes : Employés actuels et anciens

employés. **But :** Attribuer la cote de sécurité et fournir

des renseignements sur la gestion des mesures

sécuritaires du gouvernement. Lorsque les organismes

déterminent les cotes de sécurité, ils ne doivent examiner

que les renseignements précisés dans ce fichier et non

ceux mentionnés dans les dossiers sur les habilitations

sécuritaires du SCRS. **Usages compatibles :** Étayer les

décisions relatives à la dotation, aux mutations, aux

promotions, aux mesures disciplinaires et à la cessation

d'emploi. **Normes de conservation et de destruction :**

On détruit les dossiers deux ans après le départ de

l'employé de l'organisme qui lui a attribué une cote de

sécurité. **No. ADD :** 86/001 **Enregistrement (SCT) :**

000157 **Numéro de fichier :** EDC PPE 807

Base de données sur les compétences

Description : Sont contenus dans cette banque les

renseignements suivants : le nom des employés qui

choisissent de participer à ce programme, leur poste et

leur équipe, ainsi que leurs numéros de téléphone, les

langues qu'ils parlent, leurs désignations professionnelles

et des données relatives à leurs domaines de

compétence. **Catégorie de personnes :** Les employés

de la SEE qui choisissent de participer à ce programme.

But : Créer un outil qui facilite le partage de l'information

et l'utilisation des pratiques exemplaires parmi les

employés, ce qui leur permettra de prendre plus

rapidement de meilleures décisions professionnelles.

Usages compatibles : Les renseignements servent à

cerner les domaines de compétences des employés

participants. **Normes de conservation et de**

destruction : Les renseignements sont fournis et mis à

jour par les employés participants et sont supprimés par

l'employé au moment de sa cessation d'emploi or

retraite, ou par EDC avec le consentement de l'employé.

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Cartes d'identité et laissez-passer

Description : Ce fichier renferme des photos, des

formulaires d'identification et la correspondance ayant

trait à l'émission de cartes d'identité et de laissez-passer.

Catégorie de personnes : Employés actuels et anciens

employés. **But :** Émettre les cartes d'identité et les

laissez-passer. **Normes de conservation et de**

destruction : On détruit les dossiers deux ans après

l'expiration des cartes d'identité et des laissez-passer.

No. ADD : 86/001 **Enregistrement (SCT) :** 000161

Numéro de fichier : EDC PPE 809

Conflits d'intérêts

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêts, ainsi que des

rapports d'enquête et de la correspondance concernant

les conflits d'intérêts potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés actuels et anciens employés qui

se trouvent ou pourraient se trouver en situation de conflit

d'intérêts. **But :** Le fichier sert à étayer la mise en oeuvre

de la politique d'EDC en matière de normes de conduite.

Usages compatibles : Les dossiers permettent d'établir

s'il y a conflit d'intérêts et, le cas échéant, de trouver un

moyen de résoudre la situation de conflit d'intérêts.

Normes de conservation et de destruction : Les

dossiers sont détruits deux ans après que la situation

relève à un conflit d'intérêts potentiel est réglée ou que

l'on a résolu le cas où il y avait effectivement conflit. **No.**

ADD : 86/001 **Enregistrement (SCT) :** 000160

Numéro de fichier : EDC PPE 810

Dossier personnel de l'employé

Description : Ce fichier renferme des renseignements

personnels sur l'employé, notamment l'âge, le sexe, le

numéro d'assurance sociale, le numéro du régime

provincial d'assurance-maladie, le numéro d'emploi,

l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de

téléphone, ainsi que la correspondance relative au

recrutement et à la cessation d'emploi, au traitement et

aux indemnités, aux retenues salariales et aux avantages

sociaux, au régime de pension, à la fiche de présences et

de congés, à l'équité d'emploi, le cas échéant, et aux

affectation et consigner les protocoles. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **No. ADD** : 98/005
Enregistrement (SCT) : 003888 **Numéro de fichier** : DEC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé

Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail

Diversification de l'économie de l'Ouest Canada

Chapitre 101

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement

Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Environnement Canada

Chapitre 102

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Développement économique Canada pour les régions du Québec

Chapitre 100

Fichiers particuliers

Affectations interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tels leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. **Catégorie de personnes :** Employés de DEC et de différents ministères présentement en affectation temporaire. **But :** Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. **Normes de conservation et de destruction :** L'information est conservée pendant trois ans après la fin de l'entente. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003223 **Numéro de fichier :** DEC PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de DEC ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau

exigences opérationnelles sont satisfaites ; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employés identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). **Catégorie de personnes :** Dossiers et données sur tous les employés et employés actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. **But :** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. **Usages compatibles :** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi ; et les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'œuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant un minimum de deux ans. **No. ADD :** **Enregistrement (SCT) :** 003331 **Numéro de fichier :** DRHC PPE 812

d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. **Catégorie de personnes :** Employés de DEC et des autres ministères. **But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans et sont ensuite détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003224 **Numéro de fichier :** DEC PPE 810

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral et employés de DEC qui ont demandé une affectation au ministère. **But :** Les renseignements seront utilisés pour constituer un répertoire des employés intéressés à obtenir une

Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des

gestionnaires de cas des divers projets afin de préparer

et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les

responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans le processus de réadaptation et de retour au travail.

Il peut aussi contenir un certificat d'un praticien médical compétent faisant état des capacités physiques ou mentales de l'individu(e). **Catégorie de personnes :**

Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont

présentement dans leur démarche de réinsertion dans leur lieu de travail. **But :** Le but de ce fichier est d'aider

les gestionnaires de cas à tester un programme pilote de gestion des incapacités fonctionnelles qui prévienne les

incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après

avoir subi une blessure ou une maladie. **Usages compatibles :** L'information contenue dans ce fichier

servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du Projet pilote. **Normes de**

conservation et de destruction : L'information ne sera pas retenue pour une période de plus de deux ans après

la fin de l'activité reliée au retour au travail de l'employé(e). **No. ADD : Renvoi au dossier # :** DRHC

CIM 025 **Enregistrement (SCT) :** 003410 **Numéro de fichier :** DRHC PCE 705

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les

imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion

et un curriculum vitae. Communiquer avec : Directeur, Division des services des opérations – Québec,

Ressources humaines, DRHC, Place du Portage, Phase IV, 3e étage, Hull (Québec) K1A 0J9. **Catégorie de**

personnes : Les données portent sur les employés de Développement des ressources humaines Canada. **But :**

Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions

de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces

comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la

planification des ressources humaines, ou par le Chef, l'intermédiaire des unités administratives appropriées.

Usages compatibles : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever

le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut

également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le

développement nécessaires pour répondre aux besoins

Programme informatisé sur la planification des

Ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des

ressources humaines. Il contient des données sur les postes de DRHC, sur les employés et les employées, sur

les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des

employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et

le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le

numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de

début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de

l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste,

le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les

aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation

et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi

compte des dates de début et de fin des situations intermédiaires, des détachements et des affectations qui

comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait

le suivi des domaines qui, de l'avis du gestionnaire, exigent un suivi quelconque pour s'assurer que les

Planification de la reprise des opérations

Description : Ce fichier contient les plans de reprise des opérations applicables à l'ensemble des points de service

de Développement des ressources humaines Canada. Ces plans renferment les adresses domiciliaires et

numéros de téléphones personnels de tous les employés. **Catégories de personnes :** Employés de

Développement des ressources humaines Canada. **But :** Permettre de joindre les employés pour réagir à une situation

d'urgence ayant des répercussions sur la prestation de services essentiels. **Usages compatibles :**

Développement des ressources humaines Canada peut utiliser l'information aux fins de recherche, de

planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les plans sont mis à

jours à intervalles réguliers et toute information concernant des personnes qui ne sont plus à l'emploi de

la section visée par le plan est immédiatement supprimée. **No. ADD :** à déterminer. **Enregistrement (SCT) :** 004157 **Numéro de fichier :** DRHC PPE 801

DRHC PPE 802

Enregistrement (SCT) : 002006 **Numéro de fichier :**

No. ADD :

portent sur les chefs de section. **Normes de conservation et de destruction :** Les

dossiers sont conservés pendant cinq ans lorsqu'ils

pour les prévisions des analyses statistiques et pour les

vérifications internes. Ils peuvent également être divulgués

aux compagnies de recherche du secteur privé à des fins

statistiques, de recherche, de planification et d'évaluation.

Renvoi au dossier # : MDN DSG 785 **Enregistrement (SCT) :** 004155 **Numéro de fichier :** MDN PPE 805.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Garderie en milieu de travail
Griets
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

(SIGI), système de soutien des conseils de promotion au mérite (SSCM) servant à aider les militaires faisant partie des conseils de sélection au mérite, interface avec les langues officielles (LO), système de suivi du Programme de perfectionnement professionnel des officiers (PPO), système de soutien de l'administration du personnel, Travaux publics et Services gouvernementaux Canada (TPSGC), Système de gestion de l'accès aux numéros matriciels (SGANM), Programme subventionné de formation universitaire (PSFU), enveloppe des traitements et salaires (ETS), norme générale de classification (NGC) et soutien à la gestion de l'information. Les dossiers sont accessibles si l'on fournit les renseignements suivants : nom complet et/ou numéro matricule, CDDP ou numéro d'identification de l'employé dans l'entreprise. **Usages compatibles :** Les renseignements de cette banque de données servent à : mettre à jour et confirmer les données communes sur le personnel qui sont stockées grâce au système central de calcul de la solde (SCCS); simplifier le processus décisionnel en ce qui concerne le personnel; répondre aux questions sur les données relatives au personnel, de manière contrôlée; appuyer la mise à jour de renseignements communs comme les compétences; élaborer des rapports à l'intention des gestionnaires afin de simplifier le processus décisionnel; mettre à jour les sous-systèmes de données des états-majors des trois armées et des chefs de groupe. Le NAS est reconnu conformément à la Loi de l'impôt sur le revenu et la Loi sur l'assurance-emploi afin de gérer et d'administrer la rémunération. Le NAS est supprimé du SGRIH après que la première transaction de paie a été transmise au SCCS. **Catégorie de personnes :** Cette banque de données s'applique aux anciens militaires des FC (Force régulière et de Réserve) et ceux en service, ainsi qu'aux employés civils du MDN. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après la dernière formalité administrative. Ils sont ensuite détruits. **No. ADD :** à venir.

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État
Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées. **Catégorie de personnes :** Les employés de l'État et des sociétés de la Couronne certains marins marchands constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers. **But :** Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État et la Loi sur l'indemnisation des marins marchands.

Usages compatibles : Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour 100 ans. **No. ADD :** 69/089 **Enregistrement (SCT) :** 000457 **Numéro de fichier :** DRHC PCE 701
Projet-pilote de gestion des incapacités fonctionnelles
Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement des ressources humaines Canada, Défense nationale et

Développement des ressources humaines Canada

Chapitre 99

Enregistrement (SCT) : 000184 Numéro de fichier :

MDN PPE 815

Services sociaux

Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, l'endroit et date de(s) l'entrevue(s) en plus du nom de l'interviewer du militaire en question (s'il y a lieu), leur grade, leurs noms et prénoms, le numéro de matricule.

Catégorie de personnes : Cette banque s'applique aux militaires des FC et les membres des leurs familles immédiates. **But :** Les renseignements consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas.

Usages compatibles : Conformément à l'ordre du service de santé des FC 8-02, les renseignements des militaires des FC et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulguées : au commandant, aux autorités provinciales ou municipales selon les législations, aux fins de poursuites judiciaires, aux policiers militaires, à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne. **Normes de conservation et de destruction :** Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé. **No. ADD :** à venir. **Renvoi au dossier # :** MDN BSP 405 **Enregistrement (SCT) :** 000181 **Numéro de fichier :** MDN PPE 812

Système de garnison du personnel à Alert

Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels concernant la sélection de personnel de recherche en communication (Ch Comm 29) et de militaires d'autres groupes professionnels des FC pour une affectation temporaire à la SFC Alert. Plus précisément, il comprend les renseignements suivants : sexe, grade, numéro matricule, codes de groupes affectations temporaires antérieures, unité d'appartenance et attestation de sécurité. On peut y avoir accès en fournissant le nom, les initiales et le numéro matricule.

Catégorie de personnes : Chercheurs en communication (Ch Comm 219) et autres membres commissionnés et militaires du rang des FC. **But :** L'information est utilisée lors de l'affectation de personnel militaire à la SFC Alert. S'il est nécessaire d'y affecter des militaires à tour de rôle, cette information sert à veiller à ce qu'ils soient traités de façon juste et équitable.

Normes de conservation et de destruction : Les dossiers seront conservés jusqu'à la fermeture de la SFC Alert. **No. ADD :** à venir. **Enregistrement (SCT) :** 002856 **Numéro de fichier :** MDN PPE 871

Système de gestion des ressources humaines (SGRH)

Description : Cette banque est un système unique et intégré de gestion des renseignements sur les ressources humaines (RH), conçu pour utiliser le logiciel de RH

PeopleSoft et pouvant servir aux militaires, aux employés et aux gestionnaires du MDN et des FC afin d'appuyer la Force régulière, la Réserve et les éléments civils du Ministère. Le SGRH permet d'appuyer les processus militaires et civils des RH suivants : affectations et structure des groupes professionnels militaires; rémunération civile (payé et avantages sociaux/congés) pour la tenue à jour de toutes les données relatives aux employés (p. ex., adresse, situation d'emploi, CIDP, catégorie et échelon salariaux); demandes d'autorisation afin de pourvoir aux postes prioritaires de gestionnaires et employés visés par le Programme de réaménagement des effectifs; dotation : tenir à jour les données relatives à la dotation (numéros de concours, processus, renseignements sur les candidats, planification des ressources humaines); tenir à jour les données concernant l'équité en matière d'emploi pour les groupes cibles et en faire le suivi; mesurer la participation à des programmes spéciaux de perfectionnement; données liées au Programme de réduction du personnel civil (PRPC), à la disponibilité des dossiers d'emploi en matière de substitution, aux indemnités financières et aux indemnités d'étude, à la santé et la sécurité, aux recrutements, ainsi qu'aux absences du foyer et aux déclarations de résidence ordinaire – personnel militaire. Procédés applicables aux militaires et aux civils : tenir des dossiers sur les congés que les employés accumulent et utilisent; processus liés à la gestion des postes : poste, données sur la section et catégorie de l'unité; faire la coordination des postes, des points et des données sur la classification comme la catégorie; administration du personnel : date et lieu de naissance, personnes à charge, lieu de travail, scolarité, programme d'engagement, anciens membres de la Force régulière, état civil, catégorie médicale, profession militaire, nom, qualification professionnelle, profil linguistique à jour (données sur les employés et profil linguistique du poste), grade, attestation de sécurité (données liées à l'habilitation de sécurité de l'employé et au niveau de sécurité du poste), antécédents de service dans le poste actuel et numéro matricule. Les membres de la Force régulière en service peuvent demander personnellement à un utilisateur local du système Entreprise un sommaire des dossiers personnels, dans lequel se trouve un résumé des données qui les concernent ou consulter un système sur le Web appelé Application d'accès pour le personnel civil et militaire (AAPCM). Les dossiers des militaires libérés des FC ne sont pas mis à jour. **But :** Cette banque de données sur les transactions vise à fournir et à vérifier des renseignements à l'intention du personnel chargé de la gestion et de l'administration du Ministère. Cela comprend les systèmes suivants : Système informatisé des messages d'affectations (SIMA) destiné aux gestionnaires de carrière; Système automatisé d'instruction de changement de grade (SAICG) servant à la publication des messages de promotion; le SAFC servant aux changements organisationnels; base de données de rapports sur les produits extrants, Système d'information financière (SIF), régime de soins dentaires de la Great West, Système d'information de gestion sur l'instruction individuelle

Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistiques ne devraient pas être divulguées.

Normes de conservation et de destruction : La base de donnée

est maintenue à perpétuité en accord avec la Loi d'EE. Le formulaire d'auto-identification doit être conservé pour une période de cinq ans. **No. ADD** : à venir.

Enregistrement (SCT) : 003342 Numéro de fichier :

DND PPE 816

Programme des primes à l'initiative

Description : Ce fichier contient : les documents relatifs à l'administration des initiatives, des données statistiques, les procès-verbaux des réunions, le règlement du Programme, les renseignements personnels fournis, les suggestions. Les personnes qui désirent le consulter doivent l'indiquer : le Comité des primes à l'initiative

promoteur au niveau du Commandement ou de la Base, la date à laquelle elles ont fait leur suggestion ou reçu la prime, les noms et prénoms, le numéro de dossier ou l'objet de la suggestion.

Catégorie de personnes :

Cette banque s'applique : aux militaires des FC, aux employés civils du MDN. **But** : Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du MDN. **Usages compatibles** : Le numéro d'assurance sociale et l'adresse sont nécessaires pour : recevoir un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services

gouvernementaux, ainsi qu'aux fins d'impôts du ministère de l'Agence des douanes et du revenu du Canada,

conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction** : Les suggestions

qui sont acceptées qui aboutissent à une récompense de moins que 1 000\$ sont détruites après trois années

civiles. Les suggestions qui sont acceptées égale ou supérieure à 1 000\$ sont détruites après cinq années

civiles. Les suggestions qui sont non retenues seront protégées pour une période de douze mois et seront détruites après trois années civiles. **No. ADD** : à venir.

Renvoi au dossier # : MDN DSE 045 **Enregistrement (SCT) : 000194 Numéro de fichier** : MDN PPE 825

Rapports d'appréciation du rendement

Description : Ce fichier contient les renseignements suivants : lettres de recommandation et de récompense, rapports d'appréciation du personnel, rapports de cours. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de libération, s'il y a lieu, les

norms et prénoms, le numéro matricule. **Catégorie de personnes** : Cette fichier s'applique aux militaires de la Force régulière et de la Force de réserve en service de

réserve de classe «C». **But** : Ce fichier électronique constitue un dossier du rendement. Il permet aux coordinateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue :

des décisions administratives relatives à la gestion du personnel, à être gardés dans les Forces, à être reclassifiés, libérés, à suivre des cours de formation, le mérite relatif et l'aptitude des divers candidats à être

promus. **Normes de conservation et de destruction** : Les dossiers du fichier sont conservés : pendant cinq ans après la libération du militaire, puis versés aux Archives

nationales du Canada où il deviennent partie intégrante

Relèves de notes – étudiants du collège militaire

canadien

Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers

sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant : l'année ou les années où le collège a été fréquenté, les noms et prénoms, le

numéro de l'étudiant lorsque l'on demande des renseignements, le numéro matricule ou numéro du collège. **Catégorie de personnes** : Cette banque

s'applique aux étudiants qui fréquentent, ont fréquenté, un collège militaire canadien. **But** : Ce fichier a pour

objet de tenir un dossier des résultats obtenus chaque année par les étudiants et les élèves officiers qui

fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 2000 étudiants en font l'objet

chaque année. **Normes de conservation et de destruction** : Les dossiers sont conservés indéfiniment à

des fins historiques. **No. ADD** : à venir. **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT) :**

000212 **Numéro de fichier** : MDN PPE 844

Renseignements - Banque de données - Recherche psychotechnique des Forces canadiennes

Description : Ce fichier informatisé renferme : des données sur les tests de sélection, des renseignements

recueillis au cours de sondages effectués sur les candidats : Education; Plan de demandeur; Préférences de carrière de demandeur; l'attrition, le harcèlement, le

rendement de la formation les conditions de service, la situation professionnelle au sein des FC. Les personnes

qui désirent le consulter doivent indiquer : l'année de la demande d'enrôlement, le numéro matricule, le NAS, les

s'applique : aux candidats à un poste dans les FC, aux militaires du cadre actif, aux anciens militaires des FC. **But** : Ce fichier de données informatisé fournit une base

de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations

des programmes/politiques. **Usages compatibles** : Le numéro du candidat, le numéro matricule ou le code d'identification de l'équipe de recherche en personnel

(ERP) peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier PPE 805

Système intégré de gestion des ressources humaines de la défense (SIGRHD) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fins communes aux deux fichiers et conformément au motif

pour lequel elles avaient été recueillies. Les données ainsi assorties peuvent ensuite être conservées dans l'un ou l'autre fichier ou les deux. **Normes de conservation et de destruction** : Formules d'évaluation des candidats

FC 283 et MDN 2158 sous forme de copies originales, jusqu'au transfert sous forme de microfiche ou DC pour

une période indéfinie. Tous les autres documents jusqu'au transfert de l'information dans la banque de

données. Les données automatisées indéfiniment. **No. ADD** : à venir. **Renvoi au dossier #** : MDN BPP 360

dossiers ne sont jamais détruits. **No. ADD :** à venir.

Renvoi au dossier # : MDN JAG 035 **Enregistrement (SCT) :** 000199 **Numéro de fichier :** MDN PPE 830

Programme de mentorat du CST

Description : Ce fichier contient des renseignements

personnels offerts sur une base volontaire par les

mentors et les protégés, notamment le nom, les

antécédents académiques, les cours de

perfectionnement, les buts et les opinions personnelles. Il

peut aussi inclure les curriculum vitae, les antécédents

professionnels, les évaluations et les statistiques du

programme de mentorat ainsi que des évaluations

individuelles et des mises à jour en ce qui concerne les

mentors et les protégés. **Catégorie de personnes :**

Employés de l'institution. **But :** Ces renseignements sont

tenus à jour dans le but de fournir de la documentation

en vue de la planification, l'administration et la mise en

œuvre du programme de mentorat. **Usages**

compatibles : Tenir un registre des participants au

programme (mentors et protégés). Planifier, administrer,

élaborer des rapports et évaluer le programme de

mentorat. Créer et tenir à jour une liste de mentors et de

leurs compétences. **Normes de conservation et de**

destruction : Ces dossiers seront détruits six mois après

que l'employé se sera retiré du programme. **No. ADD :** à

venir. **Renvoi au dossier # :** **Enregistrement (SCT) :**

004439 **Numéro de fichier :** MDN PPE 820

Programme de primes au mérite

Description : Ce fichier contient : des données

personnelles sur les candidats proposés, des états de

service, des procès-verbaux des réunions, le règlement

du Programme, des statistiques. Les personnes qui

désirent consulter le fichier doivent indiquer : la catégorie

d'emploi militaire, la date à laquelle elles ont été

nommées ou ont reçu la prime, la date de naissance, le

grade, les noms et prénoms. **Catégorie de personnes :**

Cette banque s'applique : aux militaires des FC, aux

employés civils du MDN. **But :** Ce fichier a pour objet

d'administrer le Programme de primes au mérite du

MDN. Il sert au classement des candidats proposés pour

la prime au mérite, dont le cas sera étudié par le Comité

des primes au mérite au nom du commandant ou du

chef de groupe. **Usages compatibles :** Le numéro

d'assurance sociale et l'adresse sont nécessaires : pour

un chèque de récompense commandé par l'entremise du

ministère des Travaux publics et Services

gouvernementaux ainsi qu'aux fins d'impôts de l'agence

des douanes et du revenu du Canada, conformément à

la Loi de l'impôt sur le revenu. **Normes de**

conservation et de destruction : Les dossiers sont

détruits après trois années civiles. **No. ADD :** à venir.

Renvoi au dossier # : MDN DSE 045 **Enregistrement**

(SCT) : 000195 **Numéro de fichier :** MDN PPE 826

Programme de tests obligatoires de dépistage de

drogues des Forces canadiennes

Description : Ce fichier contient : les décisions

administratives prises envers la carrière des militaires qui

en font la demande, les détails administratifs pertinents à

chaque échantillon recueilli, les résultats des tests en

laboratoire produit à partir des échantillons d'urine

Programme d'équité en matière d'emploi pour les

Forces canadiennes

Description : Ce fichier contient des renseignements

personnels (Protégés B) sur les militaires. Tous ces

renseignements ont été recueillis au moyen de

questionnaires auto-identification. Les répondants doivent

indiquer volontairement s'ils font partie d'une groupe

désigné (autochtones, femmes, minorités visibles,

personnes handicapées). **Catégorie de personnes :**

Cette banque s'applique aux militaires de la Force

régulière et aux Forces de Réserves. **But :** Ce fichier

contient toute la documentation nécessaire à la mise en

œuvre d'équité en matière d'emploi pour les FC

assujetties à la section 9 de la partie 1 de la loi sur

l'équité en matière d'emploi. C'est grâce à ces

renseignements qu'il est possible d'avoir toutes les

données au sujet des militaires, présentées selon leur

groupe désigné. **Usages compatibles :** Les FC peuvent

recueillir des données à des fins statistiques seulement.

Les renseignements recueillis sont utilisés : dans le cadre

des programmes d'équité en matière d'emploi des FC

afin de déterminer et de supprimer les obstacles à la

carrière des membres des groupes désignés, afin

d'introduire des mesures temporaires spéciales qui

permettront aux groupes désignés d'être admis et d'être

représentés d'une manière équitable au sein des FC, à

l'équité en matière d'emploi, afin de réaliser un profil

personnel des militaires, pour comparer la situation des

militaires des groupes désignés avec celles des autres

groupes au sein des FC. Ces renseignements ne seront

divulgués que sous forme de compilations statistiques.

fichier : MDN PPE 890

630 **Enregistrement (SCT) :** 003172 **Numéro de**

No. ADD : à venir. **Renvoi au dossier # :** MDN PCA

d'une directive contraire du QGDN, et ensuite détruite.

documentation est conservée pour deux ans à moins

que l'employé ou le test a eu lieu pour un an et toute

destruction : Les échantillons d'urine sont conservés au

laboratoire où le test a eu lieu pour un an et toute

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destruction : Les échantillons d'urine sont conservés au

laboratoire où le test a eu lieu pour un an et toute

destruction : Les dossiers sont conservés pendant 10 ans avant d'être détruits. **But** : Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada. **No. ADD** : à venir. **Renvoi au dossier #** : MDN DPE 465 **Enregistrement (SCT)** : 003267 **Numéro de fichier** : MDN PPE 876

La relève du groupe de relève de la direction
Description : Cette banque est une base de données unique et intégrée des ressources humaines (RH). Les intéressés ont fourni volontairement les données sur les questionnaires qu'ils ont remplis, ces renseignements comprennent des données personnelles, des données sur le travail, des données sur les langues officielles, les qualifications académiques, les accreditations professionnelles, les cours de perfectionnement suivis, le profil de carrière des dix dernières années, les secteurs d'expertise, le profil d'expérience et les aspirations de carrière pour les dix prochaines années. **Catégorie de personnes** : Cette banque s'applique aux civils actuellement au service du MDN. **But** : La base de données a été créée pour présenter au comité des ressources humaines du sous-ministre (CRH DM) un profil démographique des communautés EX-moins 1, EX-moins 2 et EX-moins 3 du ministère de la Défense nationale (MDN). Ce questionnaire a été conçu pour fournir à la direction du Ministère, le CRH SM, des informations permettant de décrire cette base et de mettre en place les initiatives de perfectionnement nécessaires pour préparer les candidats pour combler les postes EX vacants. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans suivant la dernière intervention administrative. **No. ADD** : à venir. **Renvoi au dossier #** : MDN DRA 450 **Enregistrement (SCT)** : 005114 **Numéro de fichier** : MDN PPE 861

L'Assurance - Régime d'assurance-revenu militaire (RAARM)
Description : On y trouve toutes les demandes concernant le Régime d'assurance-revenu militaire (RAARM) et le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force régulière la Réserve en service de classe C. La compagnie d'assurance-vie Maritimie détient le contrat de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, les noms et prénoms, le numéro matricule. **Catégorie de personnes** : Cette banque s'applique aux militaires des FC actuels ou anciens ; de la Force régulière, de la Réserve en service de classe C. **But** : Le but de ce fichier est de conserver : des renseignements relatifs au décès ou à l'invalidité des militaires qui sont bénéficiaires du RAARM, des renseignements sur tous les militaires, actuels et anciens, des FC, qui ont demandé une couverture du RAARM et du RAOG ainsi que des données concernant les paiements accordés ou refusés. **Normes de conservation et de destruction** : Les dossiers sont

détruits après sept années civiles suivant le décès ou l'annulation de la couverture. **No. ADD** : à venir. **Renvoi au dossier #** : MDN DRA 450 **Enregistrement (SCT)** : 000177 **Numéro de fichier** : MDN PPE 808

Les comités de révision/Procédés - Nominations des officiers supérieurs à un collège de commandement et d'état-major
Description : Ce fichier contient les résultats des comités convoqués et des procédés suivis pour étudier les nominations des officiers supérieurs, choisis un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent : les comptes rendus, une liste des officiers choisis en premier et en second, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, les détails relatifs au comité tels que l'année, l'endroit, le grade, le nom du Collège d'état-major, leurs noms et prénoms, le numéro matricule. **Catégorie de personnes** : Cette banque s'applique aux officiers des FC. **But** : Ce fichier sert à assigner les résultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits. **No. ADD** : à venir. **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000190 **Numéro de fichier** : MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier
Description : Ce fichier contient les dossiers des comités de sélection pour les programmes de promotion d'officier qui suivants : Programme d'intégration – (Officiers sortis du rang) (PIOSR), Programme de nominations spéciales au cadre d'officiers (PNSCO) depuis 1986, programme spécial de promotion au rang d'officier (PSPRO), Programme de Formation universitaire – Non-officiers (PFUNO), Programme spécial d'attribution de commission (PSAC) et Programme de formation des aspirants-officiers (PFAO). Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis de décisions envoyés aux candidats pour l'année précédente. Pour consulter ces dossiers, il faut fournir : la nomination ou la sélection pour le programme exact, l'année de la demande, le code d'emploi militaire (au temps), le grade, son nom et ses prénoms, son numéro matricule. **Catégorie de personnes** : Cette banque s'applique aux personnels non-officier des FC ; qui ont présenté une demande pour les : PFUNO, PSPRO, PFAOM, ayant été nommés pour les : PIOSR, choisis le PNSCO. **But** : Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non-officiers devant être promus officiers dans le cadre de chaque programme. **Normes de conservation et de destruction** : Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 818. Les rapports du Comité sont conservés à des fins statistiques pendant 10 ans, puis détruits. **No. ADD** : à venir. **Renvoi au**

nécessaires qui permettent le traitement de plaintes relatives au harcèlement au travail, d'établir s'il y a vraiment un cas de harcèlement et dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour donner suite aux situations de harcèlement et les résoudre pour appuyer toutes les mesures administratives et (ou) disciplinaires prises relativement à la situation et aux membres aux employés et aux autres personnes impliquées. **Usages compatibles** : Afin d'appuyer le but du MDN qui est de supprimer au complet la fréquence de cas d'harcèlement, les résultats et les recommandations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne intime. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulguées au plaignant(e) si approprié. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés à la fiche de conduite des militaires et au fichier des mesures disciplinaires pour les employés civils du MDN. Les renseignements contenus dans ce fichier peuvent être utilisés à des fins statistiques et relativement à un grief, une plainte en vertu de la Loi canadienne sur les droits de la personne ou une plainte à la commission de la fonction publique du Canada ou toute autre forme d'enquête relativement à une plainte ou dans le cas de poursuites, le cas échéant. Les résultats des enquêtes au sujet de la personne intimée lorsque les plaintes sont fondées, et les plaignants, lorsqu'il s'agit d'une plainte faite de mauvaise foi, peuvent être utilisés à des fins de sélection de personnelles. **Normes de conservation et de destruction** : Les dossiers sont conservés cinq ans après les formalités administratives, archivés pour trois années additionnelles après quoi ils peuvent être ou détruits avec le consentement de l'archiviste national. **No. ADD** : à venir. **Enregistrement (SCT)** : 003005

Numéro de fichier : MDN PPE 875

Indemnités d'instruction des personnes à charge

Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend : l'année scolaire pertinente à laquelle correspond l'indemnité, les indemnités autorisées, le lieu d'affectation, les nom(s) et date(s) de naissance des personnes à charge, le numéro matricule et le nom du personnel du MDN. On peut avoir accès aux dossiers en indiquant : le nom, le numéro matricule. On identifie les dossiers au moyen : des nom(s) et des date(s) de naissance des personnes à charge, du numéro matricule, du nom du militaire du MDN. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux personnel civil travaillant pour le MDN à l'extérieur du Canada, et aux professeurs prêts par les conseils scolaires municipaux du Canada recevant des indemnités. **Normes de conservation et de**

d'expiration, et nom, signature et numéro de téléphone du superviseur. La banque contient également le type et le numéro de la pièce d'identité fournie avec la demande de service (une ou deux pièces suivantes : numéro d'identification du ministère, permis de conduire, acte de naissance, passeport, carte de citoyenneté, carte santé provinciale). L'information est recueillie moyennant un formulaire de demande de service. Les dossiers sont accessibles en fournissant le NM/CIDP et le nom au complet. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule. **Catégorie de personnes** : membres des FC, employés civils de la Défense nationale ainsi que les fournisseurs et les employés occasionnels exigeant un service d'ICP. **But** : l'objectif de la présente banque est de gérer l'information traitant des services d'ICP, tels que l'émission, la récupération, la révocation, la désactivation, la réactivation, le changement de nom, etc. L'information sert à fournir des preuves tangibles de l'identité de tous les utilisateurs de l'ICP sollicitant et obtenant des services d'ICP. **Usages compatibles** : les formulaires serviront uniquement à la vérification du respect des procédures du système ou à la résolution de différends ou de questions juridiques en ce qui a trait aux activités entreprises avec l'ICP. **Normes de conservation et de destruction** : Tous les dossiers sont gardés en lieu sûr dans un dépôt central à Ottawa, sont conservés pendant deux ans après le départ du particulier du ministère, et sont ensuite détruits. **No. ADD** : à venir.

Enregistrement (SCT) : 005368 **Numéro de fichier** :

Harcèlement

Description : Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement : les entrevues réalisées avec les plaignants et les mis en cause : les entrevues avec les témoins des incidents : les rapports des enquêteurs et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation et de règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsque une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le numéro de cause et les autres informations permettant d'identifier le dossier particulier, y compris l'unité et l'endroit où la cause a été entendue, la date approximative de l'incident et le numéro matricule. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN et aux autres personnes qui travaillent au MDN/FC. **But** : Ce fichier a pour but d'émagasiner les renseignements

Canada tels que : Cours catégorie de l'établissement d'enseignement, code de qualification spécialiste (CQS), codes numériques "FMS/WCN", s'il s'agit des cours militaires donnés aux États-Unis, date d'affectation et date de la réception de la thèse, début et fin des cours, genre de programme, nom et lieu de l'établissement, numéro de référence pour demander l'autorisation d'inscription, numéro et date d'autorisation d'inscription, titre du cours. Militaire date de fin du service obligatoire, grade, groupe professionnel militaire et désignation, message d'affectation, nom(s), initiale(s), numéro matricule, poste visé au tableau d'effectif et de dotation, Finance code de planification financière (catégorie de rapport général), frais de scolarité, de livres et de fournitures des cours suivis, numéro du dossier. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer : le grade, le groupe professionnel militaire, les noms et prénoms, le nom et lieu de l'établissement de la formation, le numéro matricule, le titre du cours et genre du programme. **Catégorie de personnes :** Cette banque s'applique aux officiers et aux élèves-officiers parvenus par les FC et sélectionnés pour aller suivre des cours de troisième cycle au Collège militaire du Canada. **But :** Ce fichier sert à garder des renseignements administratifs concernant les officiers et aux élèves-officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. **Normes de conservation et de destruction :** À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 818) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. **No. ADD :** à venir **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 003269 **Numéro de fichier :** MDN PPE 878

Fichiers de renseignements personnel pour les

officiers du Cadre des instructeurs de cadets.

Description : Ce fichier contient des documents de dossiers des officiers du Cadre des instructeurs de cadets (CIC). Les fichiers renferment de la documentation sur l'enrôlement, des lettres de recommandation, des documents de scolarité, des feuilles de route, des rapports de cours, des mémoires de carrière, des documents relatifs à la solde, des appréciations de rendement, des renseignements sur les régimes de soins dentaires et médicaux, des renseignements sur l'emploi, et des fichiers de renseignements personnels ou sont inclus des données tel que numéros militaire, grades, noms, prénoms, adresses, numéros de téléphone, dates de naissance, sexe, état civil, plus proche parent, service militaire antérieur, décorations et récompenses, habiletés linguistiques, etc. Pour consulter les documents et dossiers de ce fichier, il faut indiquer : le numéro matricule, le nom et prénoms. **But :** Ces documents et dossiers personnels ont pour but de conserver des renseignements utilisés à des fins administratives durant la carrière d'un officier du Cadre des instructeurs de cadets. **Normes de conservation et de destruction :**

Ces documents et dossiers personnels sont normalement retenus à l'Unité régionale de soutien aux cadets (URSC) d'appartenance de l'individu ou, si employé au Quartier général de la Défense nationale (QGDN), au Centre de cadets du QGDN. Suite à la libération d'un officier du CIC, l'unité d'appartenance conservera les documents et dossier personnels du militaire pour une durée de trois ans suite à quoi ils seront transmis au Archives nationales. **No. ADD :** à venir. **Enregistrement (SCT) :** 004440 **Numéro de fichier :** MDN PPE 822

Fonds non publics (FNP) : dossiers des employés

Description : Cette banque contient le nom, la demande d'emploi des candidats retenus, la date d'emploi, l'unité d'emploi, le profil de carrière, la date de naissance, le numéro d'assurance sociale de l'employé, son sexe, sa situation de famille, son salaire, son dossier d'ajustement de rémunération, les informations sur ses avantages sociaux, les renseignements sur sa pension, les rapports de recommandations. Les renseignements, tant lettres de recommandations, sont tenus dans des systèmes manuels et électroniques. Pour obtenir les dossiers, il faut fournir le nom complet, le numéro d'assurance sociale, la date de naissance et l'endroit et la période d'emploi. **Catégorie de personnes :** Cette banque s'applique aux employés du fonds non public en service sur les bases, dans les unités et dans les escadres des FC et ceux qui sont directement au service de l'agence de soutien du personnel des Forces canadiennes. **But :** Le but de cette banque est de conserver en mémoire les renseignements sur les employés relatifs à leur emploi, à leurs avantages sociaux et à leurs régimes de pension. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, la Loi sur l'assurance-emploi et la Loi sur les normes de prestation de pension, la documentation à l'appui des retenues d'impôt sur le revenu, des retenues et du droit à la pension est fournie par l'agence canadienne des douanes et du revenu (impôt). **Normes de conservation et de destruction :** Actuellement, les dossiers sont détruits cinq ans après le départ d'un employé s'il n'y a pas d'incidence sur les avantages sociaux ou la pension. Les dossiers où il y a une incidence sur les avantages sociaux sont conservés jusqu'à ce que la situation soit résolue tandis que les dossiers de pension sont conservés jusqu'au décès du titulaire de la pension ou de ses survivants : ils sont conservés pendant deux ans après la dernière intervention administrative. **No. ADD :** à venir. **Renvoi au dossier # :** MDN BSP 385 **Enregistrement (SCT) :** 005115 **Numéro de fichier :** MDN PPE 865

Formulaires de demande de service pour l'infrastructure à clés publiques (ICP)

Description : La banque en question contient : nom de famille, prénoms et initiales, signatures, numéro matricule (NM) (militaire) / code d'identification de dossier personnel (CIDP) (civil) / numéro de laissez-passer (fournisseur/employés occasionnels) y compris date d'expiration, organisation, bâtiment / emplacement, numéro de téléphone au travail, numéro de télécopieur, adresse SMTP, autorisation de sécurité y compris date

moment ou le cadet quitte l'organisation. **Usages**

compatibles : Ces dossiers personnels sont utilisés pour la progression du cadet à l'intérieur de l'organisation. Le ministère du Revenu national (impôt), conformément à la Loi de l'impôt sur le revenu a besoin du numéro d'assurance sociale aux fins de l'impôt et de la solde, lorsqu'un cadet est employé comme cadet-cadre.

Normes de conservation et de destruction :

Lorsqu'un cadet termine son service de cadet, toutes les cases vides du Certificat/Etat de service sont complétées ou barrées et le Certificat/Etat de service est signé par le commandant. Le Certificat/Etat de service en entier est photocopié et la photocopie est gardée de façon indéfinie au corps/escadron. Le Certificat/Etat de service et tous les documents associés sont remis. **No. ADD :** à venir. **Renvoi au dossier # :** MDN FRC 340 **Enregistrement (SCT) :** 000207 **Numéro de fichier :** MDN PPE 839

Dossiers sur le personnel - instruction

Description : Ce fichier contient des compte rendus : de leur comportement et de leur tenue, de leur rendement aux cours, des renseignements personnels sur les militaires. Pour consulter ce fichier, il faut indiquer : le code d'emploi militaire, le cours suivi, le grade, l'école fréquentée, les noms et prénoms, le numéro matricule. **Catégorie de personnes :** Cette banque s'applique aux militaires des FC. **But :** Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des FC, exception faite des collèges militaires et des collèges d'état-majors. Les dossiers permettent aux écoles des FC d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école de leadership et des recrues des FC à Saint-Jean sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada où ils sont conservés pendant trois ans dans le fichier

dossier # : MDN REI 370 **Enregistrement (SCT) :** 000210 **Numéro de fichier :** MDN PPE 842

Dossiers sur les examens administratifs de cas
Description : Cette banque contient des renseignements personnels sur les gens qui ont fait l'objet d'examens administratifs portant sur la conduite, l'abus d'alcool, la consommation illégale de drogues, l'inconduite à caractère sexuel, le harcèlement, l'exploitation et la violence familiale ou sur la conduite raciste. Elle contient également des données sur les examens administratifs liés aux restrictions médicales à l'emploi. La documentation qui s'y trouve est liée directement au cas individuel, elle va du premier rapport de l'incident à la

décision finale rendue et soumise à l'autorité approbatrice. Cette même documentation est communiquée à la personne concernée suivant l'équité procédurale au moment de l'examen administratif. La documentation peut comprendre des rapports militaires d'enquêtes policières dûment validés. Le nom et le prénom des personnes sont donnés ainsi que leur numéro matricule. Les renseignements compris dans cette banque peuvent être gardés sur papier dans des documents, sur microfilms, ou sur fichiers automatisés. Il faut fournir le nom complet et le numéro matricule pour avoir accès au dossier. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ces renseignements peuvent être utilisés par les autorités ministérielles qui se chargent des demandes de réparation d'injustices, des appels et de l'admissibilité aux prestations de retraite. Ces renseignements sont également utilisés pour la recherche, la planification, l'évaluation et pour fin de statistiques. **Normes de conservation et de destruction :** Les dossiers compris dans cette banque sont conservés au AGDN pendant au moins deux ans puis ils sont acheminés aux Archives nationales où ils resteront indéfiniment. **No. ADD :** à venir. **Renvoi au dossier # :** MDN CNS 520

Enregistrement (SCT) : 000183 **Numéro de fichier :** MDN PPE 814

Dossiers des stagiaires du Collège des Forces

canadiennes
Description : Le fichier contient : des autobiographies, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global, des renseignements personnels sur ces militaires et leur carrière, un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer : le grade et le titre, les noms et prénoms, le numéro matricule. **Catégorie de personnes :** Cette banque s'applique : aux officiers des FC, aux employés civils du MDN, aux officiers des pays alliés et étrangers en visite au Canada. **But :** L'objet de cette banque de données est de tenir un registre de dossiers temporaire sur le rendement des officiers des FC, des officiers étrangers en visite et des officiers des forces alliées, ainsi que du personnel civil du MDN et des autres fonctionnaires fédéraux qui assistent chaque année au cours de commandement et d'état-major, au cours supérieur des études militaires, au cours sur la sécurité nationale et au cours de commandement et d'état-major interarmées pour la Réserve. Cette banque sert à justifier le contenu de l'évaluation officielle des cours de chaque étudiant. **Normes de conservation et de destruction :** Les dossiers sont détruits après dix années. **No. ADD :** à venir. **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 000211 **Numéro de fichier :** MDN PPE 843

Dossiers sur les participants militaires aux études de troisième cycle
Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers au Collège militaire royal du

But : Ces renseignements sont utilisés pour aider à déterminer si un délit de nature criminelle ou militaire a été commis et fournir les résultats pour les enquêtes de la police militaire aux autorités départementale (MDN) appropriées. **Usages compatibles :** Les renseignements contenus dans les dossiers d'enquête de la police militaire peuvent être utilisés pour appuyer d'autres enquêtes, les mesures disciplinaires, les appels, les poursuites au civil, les pensions, l'administration du personnel militaire, la planification, les affectations, l'indemnisation des victimes d'actes criminels, les analyses de carrière, les recherches, les enquêtes de sécurité et de sûreté, l'admissibilité aux traitements médicaux, les analyses et évaluations statistiques et la suppression de la criminalité. Certains renseignements peuvent être partagés avec les agences domestiques et étrangères accréditées d'application de la loi et d'enquête relativement à l'administration ou à l'application de la loi et au niveau de la détection, de la prévention ou de la suppression de la criminalité en général. **Normes de conservation et de destruction :** Copie en papier dossiers contenus dans cette banque et détenus à l'externeur du GGDN sont détruits 2 ans après la dernière intervention administrative ou judiciaire. Les copies en papier détenues au GGDN qui sont transférées aux Archives nationales après 5 années civiles. Certains dossiers peuvent être conservés pendant plus longtemps si on juge qu'ils ont une valeur d'archive ou si on croit que le dossier a une valeur historique pour le MDN (tous dossiers généraux avant 1994 ont été acheminés au

Protégés B et généraux à partir de 1994 sont conservés pour une période de temps indéterminée). **No. ADD :** à venir. **Renvoi au dossier # :** MDN RMS 085 MDN PPE 835

Dossier personnel de l'escadron - Aspirants officiers

Description : Le dossier personnel de l'escadron et contient : des comptes rendus sur la formation scolaire et militaire reçue, des notes des orienteurs, des précisions sur les décisions administratives et disciplinaires prises, des récompenses reçues, les séances d'orientation qui ont eu lieu. Pour consulter les dossiers du Collège militaire royal (CMR) il faut indiquer : les années où celui-ci a été fréquenté, les noms et prénoms, l'année de son départ est essentielle lorsque que l'on demande des renseignements, le numéro matricule ou le numéro du collége. Etudiant Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collége. **Catégorie de personnes :** Cette banque s'applique aux aspirants officiers qui fréquentent le collége militaire royal. **But :** Ce fichier a pour but de venir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent le collége militaire royal. Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1 000 militaires en font l'objet à tout moment donné. **Normes de conservation et de destruction :** Les dossiers sont conservés au collége pendant cinq ans après l'obtention du diplôme et ils sont

Dossiers de formation des officiers de sélection du personnel (O Sel P)

Description : Ce fichier contient : des diplômes, des lettres d'appréciation et messages d'affectation et d'avancement, des rapports : concernant l'emploi spécial, de fin de cours, de fin d'études supérieures, de formation de spécialiste militaire et non militaire, de formation sur le tas. Des renseignements biographiques. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer : grade, nom, numéro matricule. Cette banque s'applique aux officiers de sélection du personnel de la Force régulière et de la Force de Réserve. **But :** Ce fichier aide à la sélection des O Sel P pour fins de formation et de développement professionnel ainsi qu'à la sélection des militaires ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. **Normes de conservation et de destruction :** Les dossiers sont conservés par le MDN jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. **No. ADD :** à venir. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 003268 **Numéro de fichier :** MDN PPE 877

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des FC régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve : des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux, des dossiers médicaux et dentaires. Pour consulter ces dossiers, il faut indiquer : la date de naissance, leur grade, leurs noms et prénoms, leur numéro matricule. **Catégorie de personnes :** Cette banque s'applique aux militaires des FC. **But :** Les dossiers dentaires servent, de façon continue : pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière, à des fins d'identification médico-légale durant le service au sein des FC ou par la suite. **Normes de conservation et de destruction :** Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Une an après la date de libération des FC, les dossiers sont transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier **dossier # :** MDN DSD 510 **Enregistrement (SCT) :** 004317 **Numéro de fichier :** MDN PPE 811

Dossiers du Juge-avocat général/successions militaires

Description : Ce fichier renferme les documents suivants : correspondance indiquant le nom des bénéficiaires, des exécuteurs, des administrateurs nommés par la cour et de l'avocat chargé de l'administration de la succession, dossiers financiers faisant état des avoirs en espèces qui

Dossier des pensions

Description : Ce fichier contient : des données concernant l'état civil de militaires des FC et des personnes à leur charge, des formules de demande de

pensions, des preuves de service antérieur, des renseignements et des pièces de correspondance touchant les pensions, de l'information sur les paiements, sur le partage de pension en ce qui a trait au décès des anciens membres des FC et sur les paiements aux survivants. Pour consulter ces dossiers, il faut indiquer :

de personnes : Ce fichier s'applique aux militaires des FC, ainsi qu'aux survivants. **But :** Ce fichier sert à :

déterminer les prestations de retraite revenant aux militaires des FC (Force régulière) au moment de leur libération, des fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge. **Usages**

compatibles : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Travaux publics et Services

gouvernementaux Canada (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers.

Normes de conservation et de destruction : Les

dossiers sont gardés par le Directeur traitement des comptes soldes et pensions, jusqu'à la libération du militaire puis ils sont envoyés au Archives nationales du Canada où ils deviennent partie intégrante du fichier

numéro AN PPE 719. **No. ADD :** à venir. **Renvoi au dossier # :** MDN BDF 765 **Enregistrement (SCT) :**

000223 **Numéro de fichier :** MDN PPE 859

Dossiers du personnel militaire des unités

Description : Ce fichier contient des : actes de

séparation, certificats de naissance et de mariage, déclarations de résidence ordinaire, documents ayant trait aux versements obligatoires, documents sur l'enrôlement,

dossiers des emplois à l'unité (DEU), enveloppes d'évaluation de conditionnement physique, fiches de

conduite, jugements en matière de divorce (provisaires et définitifs), rapports d'appréciation du rendement de la Force de réserve, rapports de cours, renseignements

généraux sur l'emploi. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du

personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. Les personnes qui désirent consulter le fichier doivent

indiquer : le grade, les noms et prénoms, le numéro matricule, l'unité. **Catégorie de personnes :** Cette

banque s'applique aux militaires : de la Force régulière, de la Force de réserve. **But :** Le fichier contient le double d'accompagnement des dossiers sur tous les militaires

du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. **Usages**

compatibles : L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. Conformément à la Loi électorale du Canada, les

listes des électeurs des FC et de leurs électeurs à charge

(y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire.

Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états

nominatifs sont produits à partir de l'information contenue

dans ce fichier à chaque unité. **Normes de conservation et de destruction :** Lorsqu'un membre

de la force régulière est libéré, ce dossier est intégré électriquement au «Dossier d'information personnel du

membre des FC» (banque d'information MDN PPE 818) Les dossiers sont transférés au Centre des documents

du personnel aux Archives nationales du Canada : pour les militaires de la Force régulière des FC nombre

d'années après la libération cinq ans, pour les militaires de la Force de réserve des FC nombre d'années après la

libération trois ans. Les dossiers deviennent partie intégrante du fichier numéro AN PPE 716. **No. ADD :** à

venir. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000204 **Numéro de fichier :**

MDN PPE 836 **Dossier d'enquête de la police militaire**

Description : Cette banque contient des renseignements personnels sur les individus qui ont été impliqués dans un

incident, notamment des incidents de nature criminelle, de renseignements de nature criminelle, de sécurité ou

d'infractions de nature militaire ayant fait l'objet d'enquêtes par la police militaire (ou portés à l'attention

de la police militaire par une autre service de police). Cette banque contient également les dossiers des

constatations faites lors d'enquêtes autorisées. La banque contient des télégrammes contenant des

renseignements sur les enquêtes, des rapports d'enquête et de cas, des déclarations écrites, des photographies,

des livres d'inscription, des cahiers de notes, des pièces documentaires, la correspondance connexe, des fiches,

des listes de preuves, des documents des tribunaux civils et militaires. Les personnes sont identifiées d'après leur

numéro matricule/Code d'identification de dossier personnel, grade/classification, nom de famille, initiales et

date de naissance. Le rapport où ils sont mentionnés est identifié d'après le numéro de dossier de l'enquête, le

type d'incident ou de délit et la date du délit ou par le numéro de l'événement général. Les renseignements

sous forme imprimée, sur microfiches ou en format électronique. On peut avoir accès aux dossiers en

matricule et la date et le numéro matricule ou le code d'identification de dossier personnel (non

obligatoire) et le type d'incident ou de délit. **Catégorie de personnes :** Cette banque s'applique aux membres

des FC, aux employés civils du MDN et aux membres du public impliqués dans un incident s'étant produit

hors d'un établissement du MDN, qui a été sujet d'une enquête par une autorité d'enquête compétente et où

l'information a été communiquée à la police militaire).

de l'impôt sur le revenu, de la Loi sur l'assurance-emploi et du Régime de pensions du Canada, les documents à l'appui de la solde et des retenues (y compris le numéro d'assurance sociale), sont fournis à : ministère des Travaux publics et Services gouvernementaux Canada, MDN (par exemple agences de recouvrement, ministère de la Justice, autres ministères fédéraux) **Normes de conservation et de destruction** : Les données du fichier central de la solde était enregistrées sur microfilms à intervalles réguliers et détruites après 54 ans. Depuis 1976, ils sont conservés sur des disques/rubans et sont accessible par ordinateur. **No. ADD** : à venir. **Renvoi au dossier #** : MDN BDF 765 **Enregistrement (SCT)** : 003788 **Numéro de fichier** : MDN PPE 858

Dossier des empreintes digitales à la Défense

Description : Ce fichier contient les renseignements suivants : les empreintes digitales ; le numéro matricule (NM) ; civil CDP ; le nom et prénoms ; la signature ; le sexe ; la date et lieu de naissance, de l'enrôlement et d'établissement de la fiche d'empreintes digitales ; l'occupation ou métier ; la couleur des cheveux et des yeux ; la taille ; le poids ; le teint ; les cicatrices, les amputations, les tâches de naissance, les difformités et les tatouages ; l'enregistrement antérieur d'empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces Canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter leur dossier doivent fournir comme preuve de leur identité une empreinte à l'encre noire (indiquez le doigt et la main), leur nom, leur numéro matricule (NM) / civil (CID). **Catégorie de personnes** : Membres des Forces canadiennes : employés civils de la Défense nationale (Note 1) et personnel des forces alliées en service au Canada. **But** : Ce fichier sert purement à fournir un moyen infailible d'identification du personnel qui aurait pût avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre ou de paix. **Usages compatibles** : Utilisé pour fins d'identification du personnel seulement. **Normes de conservation et de destruction** : Les dossiers des militaires des FC et des employés civils du MDN sont conservés par le MDN pendant cinq ans suivant la libération, puis ils sont détruits. Les dossiers des individus décédés sont détruits deux ans après la date du décès. Du Les dossiers des personnel des forces alliées sont détruits après l'expiration de la période d'affectation au Canada. **No. ADD** : à venir. Les personnes qui désirent consulter ces dossiers doivent fournir comme preuve de leur identité : leurs empreintes digitales à l'encre noire, leur nom, leur numéro matricule (NM) / civil (CID). Les empreintes du personnel civil ne sont habituellement prises que dans deux circonstances : lorsqu'un employé travaille dans un lieu présentant un risque élevé et que le commandant en poste ordonne que des empreintes soient prises ; lorsqu'un employé est déployé pour une opération des FC ou sur un théâtre d'opérations. **Enregistrement (SCT)** : 000170 **Numéro de fichier** : MDN PPE 801

de congés à l'âge de la retraite obligatoire, relevés des heures de vol, rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, rapports de mise en garde et de surveillance, réengagement (et plans de déroulement de carrière), service antérieur, l'affiliation réglementaire, le choix d'uniforme, des décisions, des déclarations, des délégations de pouvoirs, des demandes de changement de programmes, la division du port d'attache, des documents relatifs aux changements d'insignes du régiment, des dossiers de contrôle du personnel choisis en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, des recommandations de promotion, les ratifications, des documents reliés au retrait du statut suppléant ou provisoire au ré-enrôlement, et les recommandations et décision des Révisions Administratives. Ce fichier peut aussi inclure des documents relatifs à une perte humaine. Pour consulter ce dossier, il faut indiquer : le numéro matricule, le nom, et la date de naissance. **Catégorie de personnes** : Ce fichier s'applique aux militaires des FC. **But** : Ce dossier électronique a pour objet d'enregistrer des renseignements importants relatifs à la carrière des militaires à compter de leur enrôlement jusqu'à leur libération. Il est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des FC. **Normes de conservation et de destruction** : Les dossiers sont gardés pendant cinq années à compter de la date de libération du militaire des FC, puis transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro AN PPE 718. **No. ADD** : à venir **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 004249 **Numéro de fichier** : MDN PPE 818

Dossier des articles de la solde

Description : Ce fichier permet au Système central de calcul de la solde (SCCS) et le Système de Solde Révisé de la Réserve(SSRF) de calculer et d'enregistrer la solde et les déductions applicables. Ce fichier contient : paiements figurant sur feuilles d'embarquement, délégations de solde à des tiers, documentation ayant trait aux versements obligatoires, cotisations au Régime des rentes et à l'assurance-emploi, déductions telles qu'impôt sur le revenu, primes d'assurance médicale et cotisations au régime de pension et données sur la solde et les indemnités touchées par les militaires actuels et anciens, incluant les records de participation de la réserve. Pour consulter les dossiers de ce fichier, il faut indiquer : le nom et prénoms, et le numéro matricule. **Catégorie de personnes** : Ce fichier s'applique aux militaires des FC (Force régulière et Réserve). **But** : Ce fichier a pour but de : enregistrer les dossiers de solde individuels des militaires des FC (force régulière et force de réserve), assister dans la récupération des dettes dues à la Couronne par l'intermédiaire d'agences, rassembler l'information pour recherches statistiques, évaluer, planifier et exécuter les politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités. **Usages compatibles** : En vertu de la Loi

royauté. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, la date et événement en question, le grade et le code d'emploi

militaire, les noms et prénoms. **Catégorie de personnes :** Cette banque s'applique aux : militaires des FC, employés civils du MDN. **But :** Ce fichier a pour but d'établir et de tenir un dossier : des distinctions et récompenses décorées aux militaires des FC, d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier

numéro AN PPE 716. **No. ADD :** à venir. **Renvoi au dossier # :** MDN DDC 420, MDN DDC 445

MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité

Description : Ce fichier contient : des analyses de sécurité des rapports d'enquête, les appels logés du Comité de surveillance des activités de renseignements de sécurité, des casiers judiciaires, des documents générés par le Comité de révision des autorisations de sécurité, des renseignements personnels, des vérifications de solvabilité de la correspondance connexe. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Les détails sur les enquêtes tenues par le SCRS sont conservés dans la banque du SCRS. Ces dossiers contiennent : les noms et observations de ses employés précédents et leurs observations, les noms remarque, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux, des renseignements personnels traitant du sujet et de sa famille immédiate. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. On peut obtenir les dossiers en donnant : la date de naissance de l'individu, les initiales, le nom de famille. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. **Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux employés du MDN (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. **But :** Ce fichier a pour objet de conserver des documents d'enquête servant : à évaluer la loyauté envers le Canada, et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents, à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à : des biens de valeur, du matériel dangereux dont elle assurerait la garde et la surveillance, des renseignements de nature délicate. Ce fichier renferme des renseignements personnels sur les

personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Lors de la prise de décisions au sujet du niveau de l'autorité de sécurité, les institutions ne peuvent se référer qu'aux informations contenues dans cette banque et non aux informations d'enquête contenues dans la banque du SCRS. **Usages compatibles :** Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du MDN. Ils peuvent également être utilisés au cours d'enquêtes licites. Des renseignements sur le contrôle de sécurité du personnel peuvent être demandé ou transférés à d'autres agences/ministères à la demande des bureaux de sécurité des différents ministères à des fins d'emploi. **Normes de conservation et de destruction :** Tout les registres du personnel sont conservés pour une période de minimum de dix ans à compter de la date de la dernière action administrative au dossier de vérification. Tous les registres de fiabilité pour le personnel en rapport seulement à la fiabilité et qui n'ont pas été employés sont conservés pendant une période minimum de deux ans. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui : ont accès à : des biens du gouvernement, des renseignements délicats, des sommes d'argent, des drogues et du matériel dangereux, qui sont responsables du bien-être de personnes sous garde ou sous surveillance. **No. ADD :** à venir.

Enregistrement (SCT) : 004010 **Numéro de fichier :** MDN PPE 834

Dossier d'information personnel des membres des FC

Description : Ce fichier contient des documents obtenus lors de l'enlèvement et/ou lors de la mutation à la Force régulière ainsi que des copies de la correspondance ou documents ayant trait à la carrière des militaires comme : la date et la province de naissance, l'état civil au moment de l'enlèvement, l'état s de service (réserve), la langue de l'instruction préférée de ces derniers, des preuves de changement de nom, des protocoles d'entente, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enlèvement, profil médical à l'enlèvement, le sexe et l'année de naissance des enfants à charge, avancément, avis de libération projetée, certificats d'études ou relevés de notes, changement de spécialité, condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), contrôle du personnel en vue d'une affectation (OAF 20-50 annexe A), curriculum vitae, décisions des cours maritales, demandes de prises en considération spéciales, documents concernant l'attestation d'habilité de sécurité, de fiabilité (Programme de fiabilité du personnel), documents médicaux comme les formulaires de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, formulaires d'enlèvement, formules de consentement à servir, état de service actuel, demandes d'affectation pour convenances personnelles, instructions concernant la libération, instructions sur l'affectation aux cours, lettres de référence, messages d'affectation et de service provisoire, préférences en fait

régulière, la force de réserve catégorie C, la force de réserve primaire et les CIC sont le personnel autorisé. La banque sera également utilisée pour conserver et maintenir un système de points et l'inventaire des attributions à l'habilement des individus. Les données sont conservées dans une base de données sûre. L'accès aux données en ligne est présentée en mode 'https' avec chiffrement à 128-bit (SSL). On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule. **Catégorie de personnes** : Tous les membres actifs de la force régulière, la force de réserve catégorie C, la force de réserve primaire (catégories A et B) et les Cadres des instructeurs de cadet (CIC). **But** : Le but de la banque est de conserver les renseignements se rapportant aux membres actifs de la force régulière, la force de réserve catégorie C, la force de réserve primaire (catégories A et B) et les Cadres des instructeurs de cadet (CIC) et de servir de moyen permettant d'identifier le personnel autorisé à utiliser le site sur l'habilement en ligne. **Usages compatibles** : Identifier les individus autorisés et maintenir un système de points et l'inventaire des attributions à l'habilement des individus. Les renseignements (rang et service uniquement) seront utilisés par le DAPES pour produire les rapports statistiques. La base de données ne sera pas reliée à d'autres systèmes. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans suivant la dernière intervention administrative. **No. ADD** : à venir. **Enregistrement (SCT)** : 005349 **Numéro de fichier** : PPE 829

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes **Description** : Ce fichier contient toutes les demandes de renseignements présentées au MDN par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'article 8(2)(e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut avoir accès aux dossiers en fournissant le nom et le prénom, et le numéro matricule. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN. **But** : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'article 8(2)(e) de la Loi sur la protection des renseignements personnels. **Usages compatibles** : L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général. **Normes de conservation et de destruction** : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. **No. ADD** : à venir. **Renvoi au dossier #** : MDN ACP 610

Enregistrement (SCT) : 000218 **Numéro de fichier** : MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada **Description** : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer les dossiers des personnes à charge, il faut indiquer les renseignements suivants sur : les personnes à charge le nom, la date de naissance, le lien de parenté avec le militaire, le militaire les noms et prénoms, le grade et le code d'emploi militaire, le numéro matricule. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, les personnes à charge supplémentaire des militaires. **But** : Ce fichier constitue un dossier sur les personnes à charge supplémentaire des militaires des FC en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. **Normes de conservation et de destruction** : Les dossiers sont détruits après deux années civiles. **No. ADD** : à venir. **Renvoi au dossier #** : MDN DRA 450 **Enregistrement (SCT)** : 000178 **Numéro de fichier** : MDN PPE 809

Désignation des prisons militaires et des casernes de détention **Description** : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgant une peine. Parmi ces dossiers on retrouve ceux qui portent sur : l'admission, la discipline, l'entretien des effets personnels, la remise de peine, la libération. On peut obtenir les dossiers en donnant : les dates d'incarcération, le lieu, le nom, le numéro d'identification de détention, le numéro matricule. **Catégorie de personnes** : Cette banque s'applique aux personnes qui sont ou ont été incarcérées dans des prisons et casernes de détention militaires. **But** : Ce fichier sert à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, le processus de prise de décision relatif à ce nombre de jours et à faciliter le calcul du nombre de jours de remise de peine obtenus par un détenu. **Normes de conservation et de destruction** : Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative. **No. ADD** : à venir. **Enregistrement (SCT)** : 001765 **Numéro de fichier** : MDN PPE 863

Histoire, Patrimoine et Distinctions Honorifiques **Description** : Ce fichier contient : une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant des activités connexes comme les cérémonies commémoratives de l'unité, les citoyennetés d'honneur, des édifices, le gouverneur général, des navires, la

succession du membre décède. **Normes de**

conservation et de destruction : Ces dossiers sont

normalement conservés pendant trois années civiles. Si le

dossier contient une enquête portant sur des blessures

alors le dossier est gardé jusqu'à la libération du militaire

après quoi il est transféré au Archives nationales du

Canada, ou si le dossier contient une enquête portant sur

un décès alors le dossier est gardé décès jusqu'à ce que

les formalités administratives soient terminées, puis

envoyé au Archives nationales du Canada, et les dossiers

deviennent partie intégrante du fichier numéro AN PPE

716 ou AN PPE 717. **No. ADD** : à venir.

Enregistrement (SCT) : 000201 **Numéro de fichier** :

MDN PPE 832

Comité de sélection et résultats du comité de

sélection supplémentaire

Description : Ce fichier donne accès à trois sources de

renseignements, soit : les rapports du comité de

sélection, la liste des candidats admissibles à une

promotion et à une conversion des conditions de service

et les résultats du comité de sélection supplémentaire.

Les rapports du comité de sélection renferment des

renseignements sous la forme de conclusions et de

recommandations, ainsi que des critères de notation en

vue d'une promotion et de la conversion de conditions de

service. La liste des candidats admissibles à une

promotion et à une conversion de conditions de service

contient des renseignements sur chaque candidat : la

liste des candidats (conditions de services) contient le

numéro matricule, le nom et les initiales, le CIU, l'USTD,

la note/mention de conditions de service, le GPM : quant

à la liste des candidats à une promotion, elle indique le

rang sur la liste des candidats à la promotion, le grade, le

numéro matricule, le nom et les initiales, le GPM, le profil

de seconde langue officielle et le CIU. Les rapports du

comité de sélection supplémentaire donnent de

l'information telle que la comparaison de la notation entre

des candidats choisis au hasard, la reproduction de

critères de notation établis par le comité de sélection

initial, et des renseignements sur les militaires admissibles

à une révision par le comité supplémentaire. Par ailleurs,

on trouve dans le rapport d'un comité de sélection des

renseignements sur le président et les membres de ce

comité, comme la signature de l'autorité approbatrice, la

date de rédaction et de signature, par les membres

convoqués, du compte rendu du conseil du personnel,

les numéros matricules, les noms et les initiales. Les

annexes de ce fichier contiennent des renseignements

personnels concernant le rapport sur la réduction de la

liste de promotions le cas échéant, la non-admissibilité à

une promotion ou à la révision des conditions de service

et les erreurs qui se sont glissées dans le rapport sur la

réduction de la liste de promotions et dans le rapport

d'appréciation du personnel. Les conclusions s'expriment

en termes de possibilités de promotion et d'admissibilité

à une conversion des conditions de service. On peut

avoir accès à ces dossiers en fournissant le nom, les

initiales et le grade, ainsi que le GPM, le NM et la date de

réunion du comité. **Catégorie de personnes** : Cette

banque de données s'applique aux militaires des FC

(personnel de la Régulière). **But** : L'objet de cette

DAPES - Habilement en ligne

PPE 803

Enregistrement (SCT) : 005347 **Numéro de fichier** :

No. ADD : à venir.

financiers sont terminés. **Description** : Cette banque contient : le numéro

matricule (NM), le rang, le nom de famille, les initiales et le

service (Marine, Armée de terre ou Aviation) de tous les

membres actifs de la force régulière, la force de réserve

catégorie C, la force de réserve primaire (catégories A et

B) et les Cadres des instructeurs de cadet (CIC) pour

accéder à l'habilement en ligne. Habilement en ligne est

un projet à livraison directe du MDN faisant appel au

cyber commerce et entreprise électronique; ce projet

servira à fournir des uniformes non opérationnels pour les

membres du MDN. Tous les membres actifs de la force

servira à fournir des uniformes non opérationnels pour les

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membres du MDN. Tous les membres actifs de la force

consentement éclairé du client. **Usages compatibles :**

Le Centre est autorisé à communiquer des renseignements anecdotiques qui ne normant pas les clients aux cadres supérieurs du ministère de la Défense nationale ou d'Anciens Combattants Canada à des fins d'identification des problèmes et d'évaluation des programmes et de services en faveur des membres actifs et retraités des Forces canadiennes. Il lui est interdit de faire tout autre usage de renseignements personnels, à l'exception de ce qu'autorise la Loi sur la protection des renseignements personnels. **Normes de conservation**

et de destruction : Les dossiers sont détruits cinq ans après leur dernière utilisation par le Centre. **No. ADD :** à venir. **Enregistrement (SCT) :** 005370 **Numéro de fichier :** PPE 813

Code régissant les conflits d'intérêts et l'après-mandat - Militaire

Description : Ce fichier comprend : des documents d'attestation; des rapports confidentiels indiquant les biens, les exiguïtés ou la participation à des activités extérieures selon les dispositions de la DAOD 7021, Lignes de conduite relatives aux conflits d'intérêts, des évaluations, des analyses et des pièces de correspondance concernant des conflits réels, potentiels ou apparents entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles ; et des rapports et de la correspondance concernant des offres concrètes ou éventuelles d'emploi. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule. **Catégorie de personnes :** Ce fichier s'applique aux militaires de la Force régulière et aux militaires de la Force de réserve en période de service continu. **But :** Les renseignements du fichier servent à : permettre aux agents désignés de déterminer si un membre des FC respecte les mesures d'observation concernant les conflits d'intérêts et si un officier supérieur ou ancien officier supérieur (tels que définis dans la DAOD 7021-2, Lignes de conduite relatives à l'après-mandat) respecte les mesures d'observation concernant l'après-mandat ; appliquer la série DOAD 7021 : enregistrer les conflits d'intérêts réels, potentiels ou apparents et leur règlement, et toute mesure d'observation d'après-mandat; et appuyer les décisions prises au sujet des mesures administratives ou disciplinaires si des conflits d'intérêts existent. Nota : Cela influe sur la capacité d'un membre des FC ou d'un employé du MDN quant à la manière de traiter avec un ancien officier supérieur. **Normes de conservation et de destruction :** Le MDN conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **No. ADD :** à venir. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 001966 **Numéro de fichier :** MDN PPE 864

Comité de sélection des officiers - Programmes de perfectionnement universitaire et de formation de spécialistes

Description : Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : programme militaire d'études en médecine, études d'aumônier, études dentaires, études en droit et études pharmaceutiques, études supérieures, formation universitaire (officiers), et programme pour l'obtention d'un premier baccalauréat. Chaque dossier peut contenir : les conclusions, les critères de sélection, les délibérations, les instructions d'affectation subséquentes, les lettres de l'offre ou du refus aux candidats, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis). Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. Les personnes qui désirent consulter ces dossiers doivent indiquer : l'année où elles ont présenté leur demande, le code d'emploi militaire, le grade, les noms et prénoms, le numéro matricule, programme en particulier. **Catégorie de personnes :** Cette banque s'applique aux officiers des FC qui ont présenté une demande pour les programmes d'études énumérés. **But :** Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. **No. ADD :** à venir. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 002273 **Numéro de fichier :** MDN PPE 848

Commissions d'enquête/enquêtes sommaires

Description : Ce fichier contient : les conclusions présentées, et les recommandations faites par des commissions d'enquête ou par l'enquêteur, les preuves fournies, et un compte rendu des délimitations du sujet des enquêtes. Les dossiers sont classés par incidents et endroits. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le genre et l'année de l'incident et le numéro matricule. **Catégorie de personnes :** Ce fichier s'applique aux militaires des FC. **But :** Ce fichier constitue un dossier sur les enquêtes ou vérifications ou statuettes par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à : la conduite, la discipline, l'administration, toutes les fonctions des FC, tout commandement, base, formation, tout autre unité ou élément de ces dernières, toute question concernant un membre quelconque des FC. Il permet de définir le motif des enquêtes, les mesures correctives qui s'imposent, et les responsabilités des personnes concernées. **Usages compatibles :** On peut avoir accès aux enquêtes sommaires ou aux commissions d'enquête mises sur pied pour présenter blessures ou les décès des membres et pour présenter des demandes de prestations d'invalidité en vertu de la Loi sur les pensions. Les résultats des enquêtes tenues lors du décès d'un membre des FC peuvent être remis aux membres désignés de la famille responsables de la

Base de données sur les pertes subies par les Forces canadiennes

Description : Cette banque de d'informations, propriété

du Quartier général de la Défense nationale, à Ottawa,

enregistre les blessures et maladies graves subies par les

militaires, ainsi que les décès survenus au sein des

Forces canadiennes. L'information est fournie par les

unités des Forces canadiennes aux fins d'enregistrement

dans un fichier central géré par le Centre du ministère de

la Défense nationale et d'Anciens combattants Canada

pour le soutien des militaires blessés ou retraités et de

leurs familles. Cette base de données est uniquement

tenue à jour par le personnel du MDN. **Catégorie de**

personnes : Membres des Forces canadiennes. **But :**

Les renseignements contenus dans cette banque sont

utilisés par le personnel du MDN pour veiller à ce que les

militaires gravement blessés ou malades soient dirigés

vers tout programme ou service qui pourrait les aider.

Dans le cas d'un décès, l'information sert à coordonner le

versement des prestations aux membres de la famille du

défunt, de même qu'à faciliter la localisation des tombes

de soldats qui étaient au service des FC. Dans le but de

porter assistance au client et sous réserve de son

consentement éclairé, ces renseignements personnels

pourront être divulgués à d'autres composantes du MDN,

à Anciens Combattants Canada et à d'autres

organisations des secteurs privé et public. **Usages**

compatibles : L'information anecdotique qui ne permet

pas d'identifier un client peut être partagée avec les

cadres supérieurs du MDN et les chefs des Forces

canadiennes aux fins d'identification de problèmes.

Aucun autre usage ne peut être fait des renseignements

personnels à moins d'une autorisation accordée en vertu

de la Loi sur la protection des renseignements

personnels. **Normes de conservation et de**

destruction : Les dossiers ne sont pas détruits, mais

plutôt transférés au Centre des documents personnels

des Archives nationales un an après la dernière utilisation

à des fins administratives. **No. ADD :** à venir.

Enregistrement (SCT) : 005369 **Numéro de fichier :**

PPE 817

Cartes d'identité et de contrôle d'accès

Description : Ce fichier contient des photographies, des

signatures, les numéros matricules (NM) (militaires) /

codes d'identification du dossier personnel (CDDP) (civils),

les noms de famille et les prénoms, la date de naissance

et le groupe sanguin (pour les membres des FC). La

banque contient en outre des renseignements sur

l'accès à certaines installations dans la Région de la

Capitale National (RCN) par les employés et leur sortie de

ces installations. Les renseignements sont recueillis à

l'aide de : formulaires d'identification et pièces de

correspondance, caméra numérique ou photos fixes

balayées par scanner, ces renseignements sont

conservés dans une base de données automatique. On

peut avoir accès aux dossiers en fournissant la date de

naissance, le nom et le prénom, et le numéro matricule

ou le numéro d'employé (CDDP). **Catégorie de**

personnes : Les militaires des FC, les employés civils du

MDN, le personnel des forces alliées et leurs personnes à

charges, en service au Canada et les personnes sous

Centre du ministère de la Défense nationale et d'Anciens Combattants Canada pour le soutien des militaires blessés ou retraités et de leurs

Description : La banque du Centre, qui se trouve au

Quartier général de la Défense nationale, à Ottawa,

renferme des renseignements sur les clients et les

services qu'ils reçoivent. Par clients, il faut entendre les

membres actifs et retraités des Forces canadiennes, ainsi

que les membres de leur famille, qui font appel au

Centre. Bien que géré par le ministère de la Défense

nationale, le Centre emploie également des fonctionnaires

d'Anciens Combattants Canada. Les renseignements

personnels, qu'ils soient conservés sur copie papier ou

sous forme électronique, sont fournis par les clients eux-

mêmes ou, à la demande de ces derniers, proviennent

d'autres sources (ministères fédéraux, secteur privé). Ils

permettent de coordonner les services d'aide destinés

aux clients (réponses aux questions, aiguillage vers

d'autres organismes et, dans certains cas, prestation de

services financiers par le Centre). Il arrive même parfois

que le Centre communique avec d'éventuels clients sur la

base de données

foi de renseignements émanant de la base de données

sur les blessés des Forces canadiennes, également

exploitée par le Centre. On peut avoir accès aux dossiers

en fournissant la date de naissance, le nom et le prénom,

et le numéro matricule ou le numéro d'employé (CDDP).

Catégorie de personnes : Les membres actifs et

retraités des Forces canadiennes ainsi que les membres

de leur famille. **But :** Les employés du Centre se servent

des renseignements de la banque pour signaler aux

clients l'existence de programmes et de services. On

ils s'en servent aussi pour gérer les cas et tenir pour

chacun un dossier des services rendus. Toute information

d'ordre personnel ne peut être divulguée à d'autres

intervenants du ministère de la Défense nationale,

d'Anciens Combattants Canada, d'autres ministères

fédéraux ou d'autres organismes privés sans le

Fichiers particuliers

Aide financière - Caisse d'assistance au personnel des Forces canadiennes (CAFPC)

Description : Cette banque de données renferme des demandes d'aide financière faites auprès de la Caisse d'assistance au personnel des Forces canadiennes, et contient également les dossiers et les contrats de prêt. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule. **Catégorie de personnes :** Cette banque concerne le personnel, ancien et actuel, de la Régulière des FC et les militaires admissibles de la Réserve. **But :** Cette banque a pour objet de tenir à jour un dossier pour chaque employé des FC, ancien ou actuel, qui a demandé et obtenu de l'aide financière auprès de la CAFPC, les comptes de prêts courants et archivés, ainsi que les contrats de prêt. **Usages compatibles :** Cette information est strictement utilisée pour l'administration (gestion) de l'aide financière. Autre que ceci, il n'y a pas d'autres utilisés.

destruction : Les dossiers et les comptes de prêt sont détruits sept années civiles après le rembourquement du prêt, et les demandes de prêt sont détruites après trois années civiles d'inactivité. **No. ADD :** à venir. **Enregistrement (SCT) :** 005346 **Numéro de fichier :** PPE 802

Assistance judiciaire aux membres des FC

Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec la personne qui nécessite les services d'un avocat. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le lieu de l'entrevue et le numéro matricule. **Catégorie de personnes :** Cette banque s'applique : aux militaires des autres Forces armées mutés ou détachés aux FC, aux militaires des FC, aux employés civils du MDN et leurs personnes à charge servants à l'extérieur du Canada, aux personnes à charge des militaires des FC servants à l'extérieur du Canada. **But :** Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des FC pour les individus identifiés dans le bloc application. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans. **No. ADD :** à venir. **Renvoi au dossier # :** MDN JAG 015 **Enregistrement (SCT) :** 000221 **Numéro de fichier :** MDN PPE 857

Aumônerie militaire

Description : Ce fichier contient les dossiers des aumôniers des FC ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. Pour y avoir accès, il faut indiquer : le grade

les noms et prénoms, le numéro matricule, la religion. **Catégorie de personnes :** Cette banque s'applique aux aumôniers des FC. **But :** Cette banque s'applique aux documents qui servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail. **Normes de conservation et de destruction :** Les dossiers sont détruits après trois ans. **No. ADD :** à venir. **Renvoi au dossier # :** MDN AGP 470, MDN AGC 485 **Enregistrement (SCT) :** 000176 **Numéro de fichier :** MDN PPE 807

Banque du données du comité d'examen des titres de créance de la police militaire

Description : Cette banque de données du CETCPM et les fichiers correspondants renferment des renseignements personnels sur les personnes qui ont déposé une plainte contre la police militaire ou l'un de ses membres, ou qui font l'objet d'une plainte formulée par celle-ci ou par l'un de ses membres. Cette banque enregistre le déroulement des événements nécessaires au processus du CETCPM. Elle contient les notes de l'administrateur du CETCPM, une vue d'ensemble des allégations, les décisions concernant la suspension de membres de la police militaire, les détails des enquêtes et les verdicts, les recommandations d'unité, les décisions du CETCPM ou ses recommandations au GPFC, de même que toutes les modalités applicables. La banque renvoie à l'enquête sur les normes professionnelles et au dossier d'enquête de la police militaire qui s'y rapportent, le cas échéant. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, l'adresse municipale complète et le numéro matricule ou le numéro d'employé (CIDP). **Catégorie de personnes :** Cette banque s'applique à la police militaire. **But :** Cette banque a pour objet de documenter de déroulement des causes vérifiées et interrompues, ainsi que de tenir à jour une base de données chronologique sur les dossiers clos. **Usages compatibles :** Le Grand prévoit adjoindre (Normes professionnelles) reçoit le contenu mensuellement, afin de prendre connaissance du déroulement des dossiers vérifiés et interrompus. La banque peut également servir à des fins de recherche, d'évaluation et de statistiques. L'information recueillie est utilisée lors des réunions du Comité. Certains renseignements sont transmis au DCM 5 aux fins de gestion de carrières. **Normes de conservation et de destruction :** Les renseignements contenus dans cette banque sont conservés au Quartier général de la Défense nationale, à Ottawa, pendant au moins 5 ans après leur dernière utilisation à des fins administratives. Passé ce terme, le dossier doit être transféré aux Archives nationales du Canada s'il a été marqué comme ayant une valeur archivistique ou historique. **No. ADD :** à venir.

Enregistrement (SCT) : 005371 **Numéro de fichier :** PPE 833

où il y avait effectivement conflit. **No. ADD :** 85/001
Enregistrement (SCT) : 000663 **Numéro de fichier :** CPIM PPE 802

Laissez-passer – pont
Description : Ce fichier contient une liste des noms des individus à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. **Catégorie de personnes :** Employés de l'Administration. **But :** Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement. **No. ADD :** 85/001
Enregistrement (SCT) : 000641 **Numéro de fichier :** CPIM PPE 801

Primes d'encouragement
Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. **Catégorie de personnes :** Employés de l'institution. **But :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. **Usages compatibles :** Voir la section "But" ci-dessus. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **No. ADD :** A déterminer. **Enregistrement (SCT) :** 002828 **Numéro de fichier :** CPIM PPE 804

Rapports des assurances de la Sun Life du Canada
Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. **Catégorie de personnes :** Employés de l'institution. **But :** La Sun Life du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité **Usages compatibles :** Voir "But" ci-dessus. **Normes de conservation et de destruction :** Deux ans. **No. ADD :** A déterminer. **Enregistrement (SCT) :** 002830 **Numéro de fichier :** CPIM PPE 806

Fichiers ordinaires

Registres du Régime de Pension
Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. **Catégorie de personnes :** Employés de l'institution. **But :** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. **Usages compatibles :** Le Ministère des Approuvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. **Normes de conservation et de destruction :** Sept ans. **No. ADD :** A déterminer. **Enregistrement (SCT) :** 002831 **Numéro de fichier :** CPIM PPE 807

Registres fiscaux
Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. **Catégorie de personnes :** Employés et retraités de l'institution. **But :** Le but est de se conformer aux exigences de Revenu Canada – Impôt. **Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu. **Normes de conservation et de destruction (SCT) :** 002832 **Numéro de fichier :** CPIM PPE 808

Aide aux employés
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Corporation commerciale canadienne

Fichiers ordinaires

Vous trouverez dans L'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Corporation du Pont international de la Voie maritime, Limitée

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à consigner

les conflits d'intérêt potentiels et à résoudre les situations

réelles de conflit d'intérêt. **Usages compatibles :** Étayer

les décisions touchant les mutations, les mesures

disciplinaires et la fin de l'emploi. **Normes de**

conservation et de destruction : Les dossiers sont

détruits deux ans après que la situation reliée à un conflit

d'intérêt potentiel est réglée ou que l'on a résolu le cas

et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et représentés d'une manière équitable au sein du Conseil national de recherches. Les données peuvent également être utilisées pour l'élaboration et la mise en œuvre de politiques associées à l'équité en matière d'emploi.

Normes de conservation et de destruction : Cinq ans après la vérification du programme par la Commission des droits de la personne ou dix ans après la période couvrant le Programme d'équité en matière d'emploi que ces dossiers concernent, après quoi ces dossiers sont détruits . **No. ADD : 98/005 Enregistrement (SCT) :** 002202 **Numéro de fichier :** CNRC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Harcèlement

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Conseil national des produits agricoles

Chapitre 94

Prêt d'équipement

Description : Ce fichier contient l'information concernant les prêts d'équipement de bureau. **Catégorie de personnes :** Chercheurs, contractuels, membres du personnel. **But :** Ce fichier sert à tenir compte des prêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période d'un an après le retour ou la disposition de la pièce d'équipement, après quoi les dossiers sont détruits. **No. ADD : 99/003 Enregistrement (SCT) :** 005318 **Numéro de fichier :** CNRC PPE 806

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilées à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont libres de fournir ces renseignements, s'ils appartiennent à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers. **Catégorie de personnes :** Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des membres des groupes désignés avec celle des autres groupes au sien du CNRC et de leurs homologues sur le marché du travail en général. **Usages compatibles :** Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en matière d'emploi du CNRC, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer le cas échéant

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Conseil. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 000959 **Numéro de fichier :** CNRC PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation en personnel ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les listes de mises à pied ; les imprimés d'ordinateurs relatifs au répertoire des ressources humaines ; les demandes d'emploi des candidats ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des comités de dotation en personnel ; les examens et les résultats d'examens ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur l'âge, le sexe et le niveau des études. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Catégorie de personnes : Employés du Conseil national de recherches. **But :** Ce fichier contient les renseignements qui sont utilisés pour la dotation de postes au sein du Conseil national de recherches. **Usages compatibles :** Les renseignements peuvent aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après l'expiration de la liste d'admissibilité ou après la dernière action administrative, soit après la plus tardive de ces dates, et sont ensuite

Évaluation du rendement

détruits. **No. ADD :** 98/005 **Renvoi au dossier # :** CNR PSA 745 **Enregistrement (SCT) :** 002438 **Numéro de fichier :** CNRC PPE 804

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du Conseil national de recherches. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux augmentations salariales, au maintien en fonction, et au licenciement au cours d'une période probatoire d'emploi pour une durée déterminée. **Usages compatibles :** Les renseignements servent également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de cinq ans. Après cette période, les dossiers sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002201 **Numéro de fichier :** CNRC PPE 803

Intégrité scientifique – Enquêtes

Description : Ce fichier contient des données d'enquêtes sur de presumed manquements à l'éthique de la recherche scientifique commis par des employés du CNRC ; notes d'entrevue, attestations de témoins ; opinions juridiques, notes d'enquête sur de possibles manquements et rapports d'analyse de ces enquêtes ; correspondance ; documents de référence ; procès-verbaux de réunions du comité d'enquête. **Catégorie de personnes :** Employés du Conseil national de recherches du Canada. **But :** Ce fichier permet de conserver l'information à laquelle on a recours pour déterminer s'il y a lieu de prendre des mesures disciplinaires et pour établir la nature de ces mesures, en cas de manquement à l'éthique de la recherche scientifique. Les dossiers sont également conservés pour les procédures d'appel et autres. **Usages compatibles :** Faciliter les décisions concernant les mesures disciplinaires que pourraient être prises à la suite d'une enquête. **Normes de conservation et de destruction :** Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003699 **Numéro de fichier :** CNRC PPE 805

Conseil des Arts du Canada

Chapitre 91

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de

personnes : Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels.

Usages compatibles :

Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de**

conservation et de destruction :

Ces dossiers sont conservés pendant la durée d'emploi, plus deux ans après quoi les documents sont détruits. **No. ADD :** 98-

Enregistrement (SCT) :

003780 **Numéro de fichier :** CDA PPE 805

Fichiers ordinaires

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de

personnes : Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels.

Usages compatibles :

Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de**

conservation et de destruction :

Ces dossiers sont conservés pendant la durée d'emploi, plus deux ans après quoi les documents sont détruits. **No. ADD :** 98-

Enregistrement (SCT) :

003780 **Numéro de fichier :** CDA PPE 805

Conseil d'examen du prix des médicaments brevetés

Chapitre 92

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à consigner

les conflits d'intérêt potentiels et à résoudre les situations

réelles de conflit d'intérêt. **Usages compatibles :** Étayer

les décisions touchant les mutations, les mesures

disciplinaires et la fin d'emploi. **Normes de**

conservation et de destruction : Les dossiers sont

détruits deux ans après que la situation reliée à un conflit

d'intérêt potentiel est réglée ou que l'on a résolu le cas

où il y avait effectivement conflit. **No. ADD :** 85-001

Enregistrement (SCT) : 001628 **Numéro de fichier :**

RSG, PPE 801

Évaluations du rendement des employés

Description : Ce fichier contient des évaluations du

rendement, des rapports et de la correspondance

concernant le niveau de rendement de chacun des

employés du CRSNG en ce qui a trait à leurs aptitudes, à

leurs compétences, à leurs réalisations et à leurs intérêts.

Catégorie de personnes : Tous les employés du

CRSNG, nommés pour une période indéterminée ou

déterminée ainsi que certains employés temporaires.

But : Ce fichier a pour but de tenir à jour les

renseignements sur le niveau de rendement de chacun

des employés du CRSNG. Les renseignements servent à

étayer les décisions ayant trait au maintien en fonctions, à

la cessation d'emploi ou à la prolongation d'emplois en

période d'essai et à déterminer et approuver la

rémunération au rendement et les augmentations de

salaires. **Usages compatibles :** Les évaluations du

rendement servent également aux activités de

planification des ressources humaines, par exemple les

plans de carrière et de relève, la dotation interne, les

mutations, promotions et rétrogradations, l'aide aux

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette

publication) une définition des fichiers ordinaires et une

description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et

d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 88

Fichiers particuliers

Mutations
Description : La base de données fournit un inventaire des candidats qui veulent être mutés. Il comprendra des curriculum vitae des fonctionnaires, incluant des lettres de référence ainsi qu'une attestation d'études et des connaissances d'une langue seconde.

personnes : Fonctionnaires du Conseil et en dehors du

Conseil. **But :** La banque identifierait les employés susceptibles d'être mutés à des postes au sein du

Conseil et à l'extérieur. **Usages compatibles :** Aucun.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de cinq

ans. **No. ADD :** 2002/002 **Enregistrement (SCT) :**

003266 **Numéro de fichier :** CRT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Conseil de recherches en sciences humaines du Canada

Chapitre 89

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

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Evaluation du rendement

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Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

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Dotation

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Langues officielles

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Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

matières dangereuses

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de

gestion

Description : Ce fichier contient des renseignements

personnels relatifs aux exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de

l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs

d'exclusion. **Catégorie de personnes :** Employés du

Conseil de contrôle des renseignements relatifs aux

matières dangereuses. **But :** Ce fichier sert à maintenir

une liste complète des exclusions des personnes

proposées à gestion et à des fonctions confidentielles au

Conseil, et constitue le seul registre officiel des

exclusions. **Normes de conservation et de**

destruction : Les avis d'acceptation ou d'objections

sont conservés pendant trois ans et les dossiers

d'exclusions pendant cinq ans. **No. ADD :** 2003/001

Enregistrement (SCT) : 002881 **Numéro de fichier :**

RMD PPE 805

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la classification

et la date d'embauche de chaque employé faisant partie

de l'effectif à la fin de la période visée par le rapport. On

utilise ces renseignements pour vérifier l'identité des

employés et relier cette information à celle du système

d'information sur le personnel de CSC. **Catégorie de**

personnes : Renseignements relatifs aux employés du

Conseil. **But :** Le fichier sert à calculer les

années-personnes qui sont utilisées aux fins de la gestion

interne et dans le rapport annuel présenté au Conseil du

Trésor. **Normes de conservation et de destruction :**

On conserve ces dossiers pendant deux ans. **No. ADD :** 2003/001 **Enregistrement (SCT) :** 002883 **Numéro de fichier :** RMD PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

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Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Vérification de la fiabilité
Description : Ce fichier contient des renseignements rassemblés par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références. **Catégorie de personnes :** Les candidats retenus qui ont demandé à travailler au Conseil canadien des normes en vertu d'une nomination. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. **No. ADD :** 98/005 **Renvoi au dossier # :** CNC DAF 903 **Enregistrement (SCT) :** 003026 **Numéro de fichier :** CNC PPE 803

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le numéro d'assurance sociale ; les certificats ; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement paraffinés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 85-001 **Renvoi au dossier # :** CNC DAF 915, CNC DAF 903 **Enregistrement (SCT) :** 003024 **Numéro de fichier :** CNC PPE 801

Fichiers ordinaires
 Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Evaluation du rendement

Rémunération et avantages

les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans des domaines susmentionnés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD :** 98/005 **Enregistrement (SCT) :** 003027 **Numéro de fichier :** CNC PPE 804

Dotation
Évaluation du rendement
Formation et perfectionnement
Griets
Harcelement
Langues officielles
Mesures disciplinaires

Conseil canadien des normes

Chapitre 85

Fichiers particuliers

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel.
Catégorie de personnes : Employés du Conseil canadien des normes. **But :** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages compatibles :** Consigner les congés autorisés et les jours de présence ; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier. **No. ADD :** 98/005 **Renvoi au dossier # :** CNC DAF 903 **Enregistrement (SCT) :** 003025 **Numéro de fichier :** CNC PPE 802

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exibilités visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN ; (2) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat.
Catégorie de personnes : Employés du CCN. **But :** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition d'emploi ; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux ; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions

réduisant le délai de prescription. **Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels. **Normes de conservation et de destruction :** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **No. ADD :** 98/005 **Renvoi au dossier # :** CNC DAF 903 **Enregistrement (SCT) :** 003209 **Numéro de fichier :** CNC PPE 805

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les mises à pied et la durée de l'emploi ; la classification, notamment

Condition féminine Canada

Chapitre 84

Fichiers particuliers

Dossier principal des détenteurs de cartes de crédit

du Ministère

Description : Cette banque de données contient des

renseignements sur les membres du personnel de

Condition féminine Canada qui sont responsables d'une

carte d'achat du gouvernement fédéral (Mastercard, Visa,

etc). Cette banque comprend le numéro de carte

d'achat, le nom de la personne qui détient la carte, la

date limite et la limite de crédit. **Catégorie de**

personnes : Les membres du personnel de Condition

féminine Canada qui en ont reçu l'autorisation. **But :**

Veiller à ce que les achats faits par le personnel au nom

du Ministère soient facturés aux comptes correspondant

aux cartes d'achat appropriées. **Usages compatibles :**

Ces renseignements sont utilisés aux fins de comptes

rendus et de rapports sur les dépenses effectuées pour le

Ministère à partir de cartes d'achat. **Normes de**

conservation et de destruction : Les renseignements

sont conservés pendant six années financières,

conformément aux Autorisations pluri-institutionnelles de

disposer les documents administratifs communs du

gouvernement du Canada, partie 4, Fonction

«contrôleur». **No. ADD :** 99/004 **Enregistrement**

(SCT) : 005274 **Numéro de fichier :** CFC PPE 805

Exclusion des postes de direction et de confiance

Description : Cette banque de données contient des

renseignements sur les membres du personnel exclus

des négociations collectives. On y retrouve la date

d'exclusion, le code d'exclusion, le niveau et le groupe

ainsi que la direction générale et la division. **Catégorie**

de personnes : Les membres du personnel de

Condition féminine Canada exclus des négociations

collectives en raison du poste de direction ou de

confiance qu'elles ou ils occupent. **But :** Consigner des

données sur les membres du personnel exclus des

négociations collectives. **Usages compatibles :** Cette

banque de données sert aux fins de la rémunération ainsi

qu'en cas de grève. **Normes de conservation et de**

destruction : Les dossiers sont conservés pour une

période de deux ans, après que l'information ait été

remplacée ou soit devenue désuète. Cette mesure est

conforme aux Autorisations pluri-institutionnelles de

disposer les documents administratifs communs du

gouvernement du Canada, Partie 5, Fonction «gestion

des ressources humaines». **No. ADD :** 98/005

Enregistrement (SCT) : 005277 **Numéro de fichier :**

CFC PPE 815

Récompenses pour longs états de services

Description : Cette banque de données contient des

norms, les dates d'entrée en fonction et les récompenses

attribuées. **Catégorie de personnes :** Les employées

et employés de Condition féminine Canada. **But :** La

récompense pour longs états de service est le moyen par

lequel Condition féminine Canada reconnaît les

accomplissements de ses employés et employés.

Usages compatibles : Accorder des cadeaux

commémoratifs après un certain nombre d'années de

service. **Normes de conservation et de destruction :**

Les fichiers opérationnels sont conservés pendant une

période minimale de deux ans après la dernière

consultation à des fins administratives puis détruits; les

fichiers financiers sont conservés pendant six ans puis

détruits; et les fichiers créant des précédents sont

conservés pendant 15 ans, puis détruits. Ceci est

conforme avec les Autorisations pluri-institutionnelles de

disposer les documents administratifs communs du

gouvernement du Canada, Partie 5, Fonction «gestion

des ressources humaines». **No. ADD :** 98/005

Enregistrement (SCT) : 005276 **Numéro de fichier :**

CFC PPE 810

Système de gestion des salaires

Description : Cette banque de données contient des

renseignements personnels sur chaque employé de

Condition féminine Canada, y compris ses nom et

prénom, sa catégorie et son niveau professionnels, son

salair annuel, la date d'anniversaire de son entrée en

fonction et son code financier. **Catégorie de**

personnes : Employés de Condition féminine Canada, y

compris les employés à temps plein et à temps partiel,

les employés nommés pour une période déterminée, les

employés occasionnels, les étudiants et les

détachements. **But :** Le Système de gestion des salaires

est le système ministériel de tenue des dossiers financiers

pour la gestion des salaires. **Usages compatibles :** Il

s'agit d'un outil de prévision qui aide les gestionnaires à

administrer leur masse salariale et leurs ressources en

équivalent temps plein pour l'exercice en cours. **Normes**

de conservation et de destruction : Les dossiers sont

conservés pendant six exercices avant d'être éliminés

conformément aux Autorisations pluri-institutionnelles de

disposer les documents administratifs communs du

gouvernement du Canada, Partie 4, Fonction

«contrôleur». **No. ADD :** 99/004 **Enregistrement**

(SCT) : 005278 **Numéro de fichier :** CFC PPE 820

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette

publication) une définition des fichiers ordinaires et une

description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
	Cartes d'identification et laissez-passer
	Code régissant les conflits d'intérêts et l'après-mandat
	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
	Dossier personnel d'un employé
	Dotation
	Évaluation du rendement
	Formation et perfectionnement
	Griefs
	Langues officielles
	Mesures disciplinaires
	Présences et congés
	Programme d'équité en matière d'emploi
	Rémunération et avantages
	Stationnement
	Voyages et réinstallations

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
	Accidents d'automobile, de bateau, d'embarcation et d'avion
	Cartes d'identification et laissez-passer
	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
	Dotation
	Dossier personnel d'un employé
	Évaluation du rendement
	Formation et perfectionnement
	Harcellement
	Langues officielles
	Rémunération et avantages
	Sécurité et santé au travail
	Stationnement

renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Employés de la Commission nationale des libérations conditionnelles et autres personnes à l'emploi de la fonction publique. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires pour traiter les plaintes de harcèlement; pour établir, dans des circonstances données, s'il y a vraiment une situation de harcèlement et, dans l'affirmative, déterminer les mesures appropriées, notamment des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Appuyer les décisions portant sur les mutations et les mesures disciplinaires à l'endroit des employés et assurer l'équité du processus de l'enquête, renseignements concernant les résultats et les recommandations de l'enquête pouvant être divulgués au plaignants et au mis en cause. À la suite d'une plainte fondée, on peut divulguer au plaignant toute mesure corrective ou disciplinaire. On peut utiliser des renseignements d'ordre général touchant des personnes qui ne peuvent être identifiées pour analyser les tendances et donner de l'information aux personnes oeuvrant dans le domaine de la prévention et du règlement du harcèlement. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la dernière mesure administrative prise au sujet d'un cas donné. **No. ADD :** 98/005 **Numéro de fichier :** CLC PPE 805

Fichiers particuliers

Description : Cette banque de données peut contenir les noms, les adresses électroniques, les numéros de téléphone et de télécopieur ainsi que les adresses de fournisseur d'accès Internet d'employés de Communication Canada qui ont donné de l'information sollicitée ou non au site intranet de Communication Canada. La banque contient des réponses à des commentaires et à des questions et toute autre information pertinente au traitement de tels commentaires et de telles questions. **Catégorie de personnes :** Les employés de Communication Canada qui ont donné de l'information sollicitée ou non au site intranet de Communication Canada. **But :** Cette information est colligée afin de traiter les commentaires et les questions reçus et de retracer les réponses données. Cette information est mise à la disposition du personnel de Communication Canada afin de fournir une réponse aux demandes de renseignements et d'améliorer le service à la clientèle de notre site Internet. **Usages compatibles :** L'information sera utilisée par divers membres de Communication Canada qui sont responsables de tenir à jour les pages sur le site intranet. **Normes de conservation et de destruction :** À établir. **Enregistrement (SCT) :** 005367 **Numéro de fichier :** COM PPE 800

Commission du droit d'auteur Canada

Chapitre 80

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement

- Formation et perfectionnement
- Langues officielles
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Commission du droit du Canada

Chapitre 81

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Fichiers particuliers

Vérification approfondie de fiabilité

Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes.

Catégorie de personnes : Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel. **But :** Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable.

Usages compatibles : Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi.

Harcèlement

Description : Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement; les entrevues réalisées avec les plaignants et les mis en cause; les entrevues avec les témoins des incidents; les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsque l'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation, règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives. **No. ADD:** 98/001 **Renvoi au dossier # :** CLC CLC 005 **Enregistrement (SCT) :** 002100 **Numéro de fichier :** CLC PPE 801

Commission nationale des libérations conditionnelles

Chapitre 82

Commission des traités de la Colombie-Britannique

Chapitre 78

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Dossiers des ressources humaines sur les employés
- Évaluations du rendement des employés
- Personnel
- Voyages et déménagements

- Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Journaux de contrôle des réseaux électroniques

- Langues officielles
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Commission d'examen des plaintes concernant la police militaire

Chapitre 79

Fichiers particuliers

Services intégrés

Relations de travail

Description : Ce fichier contient des avis et mesures prises suite à l'inconduite d'employés ; les plaintes officielles ou non de harcèlement, leur évaluation et leur résolution ; les griefs présentés par les employés et leurs agents de négociation ; et la réception d'événements ayant trait aux relations de travail, les enquêtes et les mesures prises à ce sujet.

Catégorie de personnes :

Employés de la Commission, y compris les entrepreneurs et les personnes embauchées par l'entremise d'agences de placement temporaire. **But :** Documenter tout renseignement requis pour traiter une plainte ou une mesure, pour prendre une décision dans une situation particulière et pour agir de façon spécifique.

Usages

compatibles : Pour soutenir les décisions sur des questions ayant trait aux relations de travail tel que la discipline, le harcèlement, les griefs. **Normes de conservation et de destruction :** (présentation aux Archives nationales du Canada). **No. ADD :** À déterminer

Enregistrement (SCT) : 005244 **Numéro de fichier :**

CPPM PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Journaux de contrôle des réseaux électroniques
- Langues officielles
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Opposition à l'exclusion de postes de direction ou de confiance

Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. **But :**

Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion. Depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de

compatibles : Appuyer les décisions de la Commission qui concernent l'exclusion de certaines personnes des unités de négociation. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formules d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été données et sont ensuite détruites. **No. ADD :** 85/013

Renvoi au dossier # : RTC BSG 075 **Enregistrement (SCT) :** 000773 **Numéro de fichier :** RTF PCE 702

Plaintes - Code canadien du travail - partie II

Description : Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils se sont prévus des droits que leur accorde la Partie II du Code canadien du travail. **Catégorie de personnes :**

Fonctionnaires fédéraux. **But :** Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés déposent contre leur employeur. **Usages compatibles :** Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'emploié

parce qu'il s'est prévalu d'un des droits que lui accorde la Partie II du Code canadien du travail. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 91/022. **Renvoi au dossier # :** RTF BSG 150 **Enregistrement (SCT) :**

001881 **Numéro de fichier :** RTF PCE 709

Fichiers particuliers

Plaintes relatives à des pratiques de travail déloyales
Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, les relations de travail dans la fonction publique. **Usages compatibles :** Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. **Normes de conservation et de destruction :** Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTC BSG 060 **Enregistrement (SCT) :** 000774 **Numéro de fichier :** RTF PCE 703

Nomination des arbitres (griefs et différends)

Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. **Catégorie de personnes :** Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. **But :** Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). **Usages compatibles :** Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant 25 ans après la fin du mandat et ensuite détruits. **No. ADD :** 98/005 **Renvoi au dossier # :** RTF BSG 155 **Enregistrement (SCT) :** 002186 **Numéro de fichier :** RTF PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure. **Usages compatibles** : Appuyer les décisions de la Commission concernant les demandes de prolongation de délai.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTF BSG 110 **Enregistrement (SCT) :** 000776 **Numéro de fichier :** RTF PCE 705

Demandes de révision
Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes. **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque rendue par cette Commission. **Usages compatibles** : Appuyer les décisions rendues par la Commission au sujet des demandes de révision de ses décisions. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTF BSG 050 **Enregistrement (SCT) :** 000777 **Numéro de fichier :** RTF PCE 706

Détermination des postes désignés
Description : Ce fichier contient les listes des postes considérés comme étant « désignés », les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés « désignés ».

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés « désignés », c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés « désignés ». Depuis le 1^{er} juin 1993, à la suite

Griefs renvoyés à l'arbitrage
Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. **But** : Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. **Usages compatibles** : Appuyer les décisions de la Commission concernant les griefs arbitraires. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTF BSG 080 **Enregistrement (SCT) :** 000779 **Numéro de fichier :** RTF PCE 708

Médiation des plaintes/griefs
Description : Ce fichier contient les demandes de médiation, les réponses à ces demandes, les avis de réunions et les rapports d'étape. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la fonction publique du Canada et au Parlement. **But** : Ce fichier a pour but de consigner les étapes administratives du processus de médiation. **Usages compatibles** : Consigner l'information et la fournir sur demande. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 4 années et ensuite détruits. **Renvoi au dossier # :** RTF BSG 179 **Enregistrement (SCT) :** 005254 **Numéro de fichier :** RTF PCE 701

Enregistrement des plaintes/griefs
Description : Ce fichier contient les demandes de médiation, les réponses à ces demandes, les avis de réunions et les rapports d'étape. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la fonction publique du Canada et au Parlement. **But** : Ce fichier a pour but de consigner les étapes administratives du processus de médiation. **Usages compatibles** : Consigner l'information et la fournir sur demande. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 4 années et ensuite détruits. **Renvoi au dossier # :** RTF BSG 065 **Enregistrement (SCT) :** 000772 **Numéro de fichier :** RTF PCE 701

Enregistrement des plaintes/griefs
Description : Ce fichier contient les demandes de médiation, les réponses à ces demandes, les avis de réunions et les rapports d'étape. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la fonction publique du Canada et au Parlement. **But** : Ce fichier a pour but de consigner les étapes administratives du processus de médiation. **Usages compatibles** : Consigner l'information et la fournir sur demande. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 4 années et ensuite détruits. **Renvoi au dossier # :** RTF BSG 179 **Enregistrement (SCT) :** 005254 **Numéro de fichier :** RTF PCE 701

publique

Chapitre 77

Fichiers centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation. **Usages compatibles :** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTF BSG 105

Enregistrement (SCT) : 000778 **Numéro de fichier :** RTF PCE 707

Décisions des agents de sécurité

Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées à la Commission, concernant le refus d'un employé de travailler pour cause de danger. **Catégorie de personnes :** Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission. **But :** Ce fichier a pour but de consigner les décisions rendues par la Commission à la suite d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision ainsi que les motifs de celle-ci. **Usages compatibles :** Depuis le 30 septembre 2000, la Commission des relations de travail dans la fonction publique ne recueille plus de données à ce sujet. Travail Canada, sous la gouverne de Développement des ressources humaines Canada, a maintenant la responsabilité concernant cet article de la Loi. L'information recueillie servait à appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 91/022 **Renvoi au dossier # :** RTF BSG 145

Enregistrement (SCT) : 001880 **Numéro de fichier :** RTF PCE 710

Demande de prolongation de délai

Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire

Enregistrement (SCT) : 000775 **Numéro de fichier :** RTF PCE 704

Autorisation d'interfer des poursuites

Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement contre lesquelles, sur demande de leur employeur, on a envisagé ou l'on envisage actuellement des poursuites en raison d'une allégation selon laquelle ces personnes n'ont pas observé certains articles de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour obtenir de la Commission l'autorisation de poursuivre en justice certaines personnes en raison d'une allégation selon laquelle ces personnes n'ont pas obéi à une interdiction quelconque prévue dans certains articles de la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au Parlement. **Usages compatibles :** Appuyer les décisions rendues par la

compatibles : Appuyer les décisions rendues par la

officielles ; à la discipline ; au niveau de sécurité ; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. **Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la discipline ; à la sécurité professionnelle ; aux langues officielles ; à la vérification des références professionnelles. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. **No** **ADD :** 98/005 **Enregistrement (SCT) :** 003944 **Numéro de fichier :** CBN PPE 810

Commission des lieux et monuments historiques du Canada

Chapitre 75

Note : Les renseignements sur les membres de La Commission des lieux et monuments historiques du Canada sont détenus par le ministère du Patrimoine canadien.

Commission des plaintes du public contre la GRC

Chapitre 76

Veuillez noter que le ministère du Solliciteur général conserve tous les dossiers des ressources humaines.

correspondance provenant de ces derniers ; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnel sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence d'hygiène et de sécurité au travail du ministère de la Santé Canada. Les dossiers

l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Les employés et les commissaires de la CISR. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du

Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. Seules des données statistiques sont fournies à la Commission. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. **No. ADD :** 98/005

Enregistrement (SCT) : 003176 **Numéro de fichier :** CIR PPE 803

Plaintes concernant la conduite des commissaires - Description : Ce fichier contient des dossiers de plaintes du public concernant des allégations de comportement d'un commissaire jugé inacceptable d'après le Code de déontologie. Les renseignements personnels comprennent le nom du commissaire et les allégations portées contre lui; les témoignages; les avis juridiques; les enquêtes sur le comportement inacceptable et les rapports d'analyse de ces enquêtes. Le fichier pourrait comprendre également des renseignements personnels concernant le plaignant, notamment des précisions indiquant s'il s'agit d'un demandeur d'asile, du conseil d'un demandeur d'asile ou d'un consultant en immigration et une description des circonstances qui ont mené à la plainte. **Catégorie de personnes :** Commissaires de la Section d'appel de l'immigration et de la Section de la protection des réfugiés de la CISR. (Les personnes qui rendent des décisions sur les cas

Commission des champs de bataille nationaux

Chapitre 74

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe ; le numéro d'identification de l'employé ; l'adresse du domicile ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs

dont est saisie la CISR sont appelées commissaires.) **But :** Ce fichier contient des renseignements sur les plaintes déposées conformément au Protocole relatif aux questions concernant la conduite des commissaires. Il sert également à déterminer s'il y a lieu de prendre des mesures et, le cas échéant, la nature de ces mesures. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de trois ans après la date de la dernière mesure administrative dans le cas des plaintes fondées, et de deux ans dans le cas des plaintes non fondées. Une fois l'autorisation de disposition des documents (ADD) approuvée, les documents seront détruits à la fin de la période de conservation. **No. ADD :** À déterminer. **Enregistrement (SCT) :** 005502 **Numéro de fichier :** CIR PPU 155

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement et évaluation de l'employé(e)
- Formation et perfectionnement
- Griefs
- Harèlement
- Journaux de contrôle des réseaux électroniques
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Stationnement
- Voyages et réinstallations

administrative, puis supprimés. **No. ADD : 98/001**
Enregistrement (SCT) : 005503 Numéro de fichier :
CIR PPE 811

Aide aux employés
Description : La Commission a conclu un protocole d'entente avec l'Agence d'hygiène et de sécurité au travail de Santé Canada pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé Canada contient des renseignements administratifs de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés ; les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail) ; les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation ; et les rapports et la

questions parlementaires, les questions d'accès à l'information, rapports de prévision mensuelle et trimestrielle, et toute autre demande par les agences centrales du gouvernement. **Normes de conservation et de destruction :** Les documents sont conservés pendant six (6) ans et sont ensuite détruits. **No. ADD : 99/004 Renvoi au dossier # : CFP DGM 914**
Enregistrement (SCT) : 002413 Numéro de fichier :
CFP PPE 815

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale
Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. **Catégorie de personnes :** Fonctionnaires embauchés par la Commission de la fonction publique dans des situations de surclassification au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (PPAS). **But :** Ce fichier a été créé pour consigner et pour contrôler les situations de surclassification des employés du Plan de rémunération d'affectation spéciale à la Commission de la fonction publique. **Usages compatibles :** Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande. **Normes de conservation et de destruction :** Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. **No. ADD : 98/005 Renvoi au dossier # : CFP 925 Enregistrement (SCT) : 001486 Numéro de fichier : CFP PPE 801**

Fichiers particuliers

Chapitre 73

Commission de l'immigration et du statut de réfugié

Accès automatisé et carte d'identité
Description : Cette banque de données contient des renseignements sur l'utilisation des cartes d'accès automatisés et d'identité, tel que le nom de la personne, le numéro de la carte, la date d'expiration, une photographie et la signature du détenteur de la carte. **Catégorie de personnes :** Les employés, les entrepreneurs et les visiteurs qui entrent dans les aires sécuritaires des locaux de la CISR. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès aux locaux de la CISR et de permettre l'accès aux personnes autorisées. Ces renseignements seraient utilisés dans l'éventualité d'une infraction à la sécurité. **Normes de conservation et de destruction :** Ces renseignements sont conservés pendant deux ans suivant la date de la dernière mesure

Services en formation linguistique

Description : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, les résultats des tests

diagnostiques, ainsi que les résultats obtenus lors de la formation linguistique.

Catégorie de personnes :

Toutes personnes qui ont suivi des cours de formation linguistique. **But :** Ce fichier existe conformément à

l'article 5(b) de la Loi sur l'emploi dans la fonction

publique en vue de fournir des renseignements pour les

processus d'admission, de testing, d'orientation,

d'inscription et de formation linguistique. **Usages**

Compatibles : Ce fichier sert lors des processus

d'admission, de testing, d'orientation, d'inscription et de

formation linguistique et à assurer un suivi du progrès des participants.

Normes de conservation et de

destruction : Les dossiers sont conservés pendant vingt

(20) ans après la fin de la formation et sont ensuite

détruits. Les renseignements informatisés demeurent

actifs pendant la période de formation, sont ensuite

conservés sur rubans pendant vingt (20) ans et sont

finalément détruits. **No. ADD :** 2001/025 **Renvoi au**

dossier # : CFP DGF 105 **Enregistrement (SCT) :**

001484 **Numéro de fichier :** CFP PCE 741

Système d'information des ressources de gestion

(SIRG) (dernière mise à jour en date de 1993)

Description : Depuis 1993, les renseignements ont été

transférés aux systèmes des répertoires des candidatures

et candidats et d'environnement analytique qui offrent, en

partie, les données nécessaires pour la gestion des divers

programmes et services de la CFP. Ce fichier peut

contenir les certificats de nomination ; les fiches

d'employé(e)s ; les données personnelles de base ; les

compétences ; les antécédents professionnels ; les

aspirations de carrière, l'expérience en gestion et les

cours de perfectionnement et de formation suivis. Dans le

cas des fonctionnaires du groupe de la direction, le fichier

peut contenir aussi les avis de mise en disponibilité, les

avis concernant la situation d'employé(e) excédentaire ou

bénéficiaire de priorités administrative ; les notes

concernant les demandes de mutation et l'identification

de la nécessité de déploiement ; les notes concernant les

cas où la candidature de l'employé(e) a été étudiée en

vue de pourvoir à un poste ; la note de service la plus

recente (rapport du jury) à la Commission ; la lettre d'offre

et d'acceptation ; les notes au dossier, les lettres de

recommandation, les formulaires d'inclusion à la liste

d'intervention, l'autorisation du sous-chef d'inclure un

nom sur la liste d'intervention, et les notes/rapports de

considération et d'orientation. Ce fichier peut aussi

contenir des dossiers spécifiques aux agents supérieurs

du personnel, de finance et de vérification interne.

Catégorie de personnes : Fonctionnaires des groupes

et des niveaux déclarés admissibles par la Commission

de la fonction publique, les fonctionnaires qui participent

ou qui recherchent une affectation dans le cadre du

Programme Échanges Canada ou du Programme des

affectations internationales, et les fonctionnaires de

niveau FI-04 ou équivalent et de niveau PE-06 à EX-03

qui possèdent les nombreuses compétences requises et

qui ont été évalués par des comités consultatifs

supérieurs. **But :** Ce fichier a été créé afin de permettre

Fichiers particuliers

Comptes créditeurs et comptes débiteurs

Description : Cette banque peut contenir des

informations sur les dépenses de voyages, paiements aux

fournisseurs, contrats, bons de commande, paiements

aux autres ministères gouvernementaux, primes au

mérite, primes d'initiative, paiements pour les frais

d'adhésions, paiements des salaires incluant la paie

régulière et supplémentaire. Elle renferme aussi de

l'information sur les comptes créditeurs reliés à des

recouvrements de frais de cours, publications, trop-payés

et des recouvrements entre ministères pour les salaires et

autres services. **Catégorie de personnes :** Les

employés du ministère qui sont impliqués dans la

comptabilisation et le traitement des données financières

pour la Commission de la fonction publique. **But :** Pour

fin de vérification, l'information est nécessaire pour

appuyer tous les paiements et recouvrements effectués

par la Commission de la fonction publique. **Usages**

Compatibles : L'information est utilisée pour la

préparation des rapports financiers tels que les États

financiers du ministère, les Comptes publics, les

à la Commission de la fonction publique d'exercer ses

pouvoirs et de s'acquitter de ses fonctions aux termes

l'article 5 de la Loi sur l'emploi dans la fonction publique

et du Règlement, c'est-à-dire de maintenir un répertoire

des candidats pour des postes à des groupes et niveaux

éligibles déterminés par la Commission. **Usages**

Compatibles : Ce fichier sert à fournir des

renseignements au Conseil du Trésor et aux ministères

aux fins de la dotation en personnel, de la gestion des

ressources humaines, de la statistique, de l'analyse, de

l'évaluation et de la planification de la gestion de carrière.

Liens avec d'autres systèmes (avant 1993) : le SIRG est

régulièrement couplé avec le Système d'information des

titulaires du Conseil du Trésor (SCT PCE 723) pour

obtenir des renseignements sur les employé(e)s, avec le

Système d'information sur le personnel supérieur du

Conseil du Trésor (SCT PCE 715) pour obtenir des

renseignements sur les postes, avec le Système de

gestion de l'information sur les nominations de la CFP

pour mettre à jour les changements provenant de

nominations et avec le Système des séparations pour

identifier les personnes qui ont quitté la Fonction

publique. Il est aussi couplé avec le Fichier de données

sur les groupes visés par l'équité en matière d'emploi

(SCT PCE 706) pour fournir des renseignements au

Conseil du Trésor en ce qui a trait à l'équité en matière

d'emploi. Des données de base sont aussi partagées

avec les Systèmes CAF, le Système Échanges

Canada/Programmes internationaux, les Répertoire des

postulants au groupe de la direction et le Fichier

statistique trimestriel. **Normes de conservation et de**

destruction : Les données informatisées sont

conservées pendant dix (10) ans après avoir été retirées

du système ou après que l'employé(e) a quitté la fonction

publique. Elles sont ensuite supprimées. Les évaluations

de rendement sont conservées pendant cinq (5) ans et

sont ensuite détruites. **No. ADD :** 2001/025 **Renvoi au**

dossier # : CFP DGD 065 **Enregistrement (SCT) :**

001477 **Numéro de fichier :** CFP PCE 734

(ex.: la validation de questions d'examens, le

développement de nouveaux tests, etc.) **Normes de conservation et de destruction** : Les dossiers sont

conservés pendant cinq (5) ans. Les enregistrements des tests d'interaction orale sont conservés pendant deux (2)

ans à moins que l'employé ou l'employée ne consente à l'effacement avant cette date. Les résultats d'examen des

candidates et candidats sont également conservés pour une période indéfinie dans des dossiers informatisés.

No. ADD : 2001/025 **Renvoi au dossier #** : CFP DGD 030 et SCT PCE 703 **Enregistrement (SCT)** : 001461

Numéro de fichier : CFP PCE 718

Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement

Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)

Description : Ce fichier peut contenir des données biographiques, des notes reliées au service et des

résultats d'évaluation. **Catégorie de personnes** : Les fonctionnaires fédéraux qui occupent un poste de cadre

supérieur ou un poste équivalent, ainsi que les membres de groupes de niveau EX moins un, qui font appel à ce

service. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation en

matière de reconversion professionnelle. **But** : Ce fichier a pour but de donner de l'information aux membres de la

fonction publique fédérale qui font appel au Service de counselling aux cadres supérieurs, afin que ces derniers

puissent avoir une meilleure compréhension d'eux-mêmes et de leur donner l'occasion de recevoir un

service confidentiel d'orientation. **Usages compatibles** :

On utilise l'information pour donner des conseils au client et, sur demande écrite de celui-ci, on peut fournir cette

information aux personnes à qui il veut la remettre. On peut également utiliser une partie de cette information en

vue de compiler des données statistiques, dans le but d'améliorer la qualité du service. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant dix (10) ans après avoir été déclarés

inactifs et sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 050 et CFP DGD 034

Enregistrement (SCT) : 002912 **Numéro de fichier** : CFP PCE 765

Sélection du personnel (autre que les cadres)

Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de

qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de

demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres

de recommandation ou évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à

établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres

d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les

personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. **Catégorie de personnes** : Fonctionnaires et non-fonctionnaires dont la candidature est prise en considération aux fins de

nomination dans le cadre d'un processus de sélection du

personnel. **But** : Ce fichier a été créé conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la

fonction publique et sert à enregistrer des données et à fournir des renseignements concernant tous les

processus de sélection du personnel avec ou sans concours. **Usages compatibles** : Ce fichier sert à

pourvoir aux postes, à fournir des renseignements sur demande aux participants à un processus de sélection en

vue d'expliquer les raisons de la décision, et à fournir des documents relatifs aux enquêtes menées au cours du

processus de sélection. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins

statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Les

renseignements de ce fichier peuvent être obtenus à partir des systèmes des répertoires de candidates et

candidates et des résultats d'évaluation. **Normes de conservation et de destruction** : Les dossiers sont

conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux (2) ans après leur dernier

usage à des fins administratives, et sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD

030 **Enregistrement (SCT)** : 001455 **Numéro de fichier** : CFP PCE 712

Services d'évaluation des compétences en leadership (antérieurement Centre d'évaluation en vue de

l'identification du potentiel de direction)

Description : Ce fichier peut contenir des notes de service et des lettres ; des données biographiques et les

résultats de l'évaluation ou des observations communiquées par les évaluateurs. **Catégorie de**

personnes : Toute personne ayant fait l'objet d'une évaluation par les services d'évaluation suite à

l'administration de l'un ou l'autre des outils d'évaluation des services d'évaluation (vérification structurée des

références, données d'accomplissement de la candidate ou du candidat, rétroaction 360, etc. **But** : Ce fichier a

été créé conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en

vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à tout

programme ministériel destiné à promouvoir le potentiel de gestion. **Usages compatibles** : Ce fichier sert à

consigner et à fournir tous les renseignements relatifs à l'évaluation des candidates et candidats qui participent à

différents programmes de perfectionnement ou à des processus de sélection de façon à ce que la sélection

des personnes qui y participent soit basée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux

candidates et candidates qui en font la demande, et pour amasser des données normatives sur les personnes qui

ont participé au Centre d'évaluation à des fins de recherche et de développement. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant cinq (5) ans après l'évaluation et sont

ensuite détruits. Les données informatisées sont conservées pour une période indéfinie. **No. ADD** :

2001/025 **Renvoi au dossier #** : CFP DGD 065 et CFP DGD 034 **Enregistrement (SCT)** : 001469 **Numéro de fichier** : CFP PCE 726

Répertoires des candidats et candidates et présentations

Description :

Ce fichier peut contenir des demandes et concours/répondent aux avis de concours et du grand public, des résultats d'examen, ainsi que des renseignements sur la présélection et les présentations. Les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer la ville où leur demande d'emploi a été présentée, ainsi que le numéro de concours dans les cas de concours.

Catégorie de personnes :

Fonctionnaires et non-fonctionnaires ayant présenté une demande d'emploi afin d'obtenir un poste au sein de la fonction publique. **But :** Ce fichier a été créé conformément aux dispositions du paragraphe 5 de la Loi sur l'emploi dans la fonction publique qui prévoit la tenue de répertoires des candidats et candidates ayant présenté une demande d'emploi à la fonction publique du Canada pour les catégories du soutien administratif, de l'administration et du service extérieur, de l'exploitation, scientifique et professionnelle, technique, et du groupe de la direction. **Usages compatibles :** Ce fichier sert en outre à identifier les candidats et candidates possédant les qualités requises pour une présentation et une nomination à un poste de la fonction publique. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Ce fichier est fréquemment couplé avec l'information sur les nominations et sur les résultats d'examens à des fins statistiques et évaluation des programmes.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant deux (2) ans après avoir été sortis des répertoires ou après informatisées sont conservées pendant cinq (5) ans. **No.**

Renvoi au dossier # : CFP DGD 030

Enregistrement (SCT) : 001451 **Numéro de fichier :** CFP PCE 708

Résultats aux examens de sélection

Description : Ce fichier peut contenir les feuilles de réponses, certains examens écrits et les résultats d'examen des personnes évaluées à des fins de sélection ou à toute autre fin au moyen d'examens de la Commission de la fonction publique (CFP). Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur code d'identification de dossier personnel. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires ayant subi les examens de sélection élaborés par la CFP. **But :** Ce fichier a été créé conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens tenus aux fins de la sélection (concours ou autres types de sélection). **Usages compatibles :** Ce fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens administrés par les bureaux régionaux de la CFP ou par tout autre ministère dans le cadre d'un processus de sélection en vue de déterminer les qualités des participantes et participants. Les renseignements servent également à la planification et à

(SCT) : 001454 **Numéro de fichier :** CFP PCE 711

: CFP DGD 030 et CFP DGD 060 **Enregistrement**

Renvoi au dossier

No. ADD : 2001/025

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L'analyse des ressources humaines. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCEPR) et le système est relié au Système de gestion des répertoires ainsi qu'au système de Recrutement postsecondaire qui contiennent les répertoires des candidates et des candidats. Les renseignements personnels obtenus de façon volontaire tels que éducation, âge, sexe, classification, équité en emploi, ainsi que les réponses aux questions d'examens, sont utilisés à des fins de recherche et développement (ex. : la validation de questions d'examens, le développement de nouveaux tests, etc.). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. Les résultats des examens des candidates et candidats sont conservés pour une période indéfinie dans des dossiers informatisés. **No. ADD :** 2001/025 **Renvoi au dossier** **# :** CFP DGD 030 et CFP DGD 060 **Enregistrement** **(SCT) :** 001454 **Numéro de fichier :** CFP PCE 711

Résultats aux tests d'évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir les feuilles de réponses et les résultats aux tests des personnes ayant subi les tests ELS d'interaction orale, de compréhension de l'écrit ou d'expression écrite. Les enregistrements des tests d'interaction orale, pour leur part, sont conservés par le centre d'examen de la CFP où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur code d'identification de dossier personnel. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires ayant subi l'Évaluation de langue seconde (ELS) : tests d'interaction orale, de compréhension de l'écrit ou d'expression écrite. **But :** Ce fichier a été créé conformément aux articles 16(1) et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations. **Usages compatibles :** Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Lorsque la personne en question devient un ou une fonctionnaire fédérale, le fichier fournit les résultats de ses tests à la base de données du Service d'information sur le personnel (SIP), de Travaux publics et Services gouvernementaux Canada. Par l'intermédiaire du SIP, ces renseignements sont alors mis à la disposition du personnel autorisé dans les ministères, soit par la ligne directe, soit par téléphone. Le système des langues officielles du Conseil du Trésor est relié au SIP pour permettre d'obtenir les résultats des tests d'ELS qu'il lie aux exigences du poste. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCEPR), et le fichier est relié au Système de gestion des répertoires, qui contient les répertoires des candidats et candidates. Les renseignements personnels obtenus de façon volontaire tels que éducation, âge, sexe, classification, équité en emploi, ainsi que les réponses aux questions d'examens, sont utilisés à des fins de recherche et développement (ex. : la validation de questions d'examens, le développement de nouveaux tests, etc.). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. Les résultats des examens des candidates et candidats sont conservés pour une période indéfinie dans des dossiers informatisés. **No. ADD :** 2001/025 **Renvoi au dossier** **# :** CFP DGD 030 et CFP DGD 060 **Enregistrement** **(SCT) :** 001454 **Numéro de fichier :** CFP PCE 711

Résultats aux examens de sélection

être déclarés inactifs et sont ensuite détruits. Après la fin de l'affectation, les dossiers des fonctionnaires participants sont conservés pendant deux (2) ans et ceux des non-fonctionnaires participants sont conservés pendant cinq (5) ans, et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001952 **Numéro de fichier :** CFP PCE 729

Programme internationaux : répertoire
Description : Ce programme a été aboli le 1^{er} avril 2003. Ce fichier peut contenir les cas où la candidature de l'intéressé a été étudiée, les relevés des présentations, et autre correspondance reliée au programme.
Catégorie de personnes : Fonctionnaires et non-fonctionnaires qui sont intéressés à un emploi dans une organisation internationale, ou qui ont un emploi ou qui ont terminé une période d'emploi. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui désirent un poste dans une organisation internationale. **Usages compatibles :** Ce fichier servait à identifier les candidates et candidats pour combler des postes vacants dans les organisations internationales. Il servait aussi à la gestion générale du programme.
Normes de conservation et de destruction : Les documents des personnes qu'un emploi à l'étranger intéressent sont conservés pendant deux (2) ans après avoir été déclarés inactifs et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001951 **Numéro de fichier :** CFP PCE 733

Recours en matière de mutation
Description : Ce fichier renferme un dossier de plainte contenant des renseignements personnels de base, les preuves recueillies durant l'enquête, un rapport d'enquête assorti de recommandations à l'administrateur général ainsi que la décision de la Commission, le cas échéant, et une fiche d'information statistique concernant la plainte.
Catégorie de personnes : Les fonctionnaires qui ont soumis à la direction générale des recours une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique et l'article 29 du Règlement sur l'emploi dans la fonction publique. **But :** Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur d'évaluer les éléments de preuve et de formuler des recommandations à l'administrateur général en ce qui a trait aux mesures de redressement à prendre par rapport à la mutation du fonctionnaire en cause. **Usages compatibles :** Ce fichier sert également à fournir des renseignements pour les rapports de la CFP au Parlement. **Normes de conservation et de destruction :** Les documents sont conservés pendant cinq (5) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DEA 005 **Enregistrement (SCT) :** 003270 **Numéro de fichier :** CFP PCE 745

situation relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, des rapports sur les opérations de dotation, ainsi que des détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants. **Catégorie de personnes :** Les participantes et participants au Programme d'initiales des mesures spéciales, incluant le Programme d'accès pour les personnes handicapées, le Programme d'emploi pour les minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des emplois non traditionnels pour les femmes. **But :** Ce fichier a été créé en vertu de l'autorisation no 789462 du Conseil du Trésor pour consigner des renseignements sur les participantes et participants au Programme d'initiales des mesures spéciales. **Usages compatibles :** Le fichier sert à surveiller les progrès accomplis par les participantes et participants et à mesurer l'efficacité de chaque initiative/programme. Il sert également aux rapports statistiques et aux rapports d'information de gestion préparés pour la Commission de la fonction publique, le Secrétariat du Conseil du Trésor, les ministères fédéraux et les comités d'équité en matière d'emploi. Les dossiers sont conservés pendant cinq (5) ans après que le participant a terminé son affectation et sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant vingt cinq (25) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 et CFP DGD 040 **Enregistrement (SCT) :** 002297 **Numéro de fichier :** CFP PCE 758

Programme Échanges Canada : répertoire des candidates et candidats et des participantes et participants
Description : Ce fichier peut contenir les curriculum vitae, les notes concernant les cas où la candidature de l'intéressé a été étudiée, les relevés des présentations, les rapports d'évaluation de rendement et d'appréciation, les contrats, les descriptions de tâches, les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires qui ont postulé des postes au Programme Échanges Canada, ou qui ont obtenu, ou qui ont terminé une affectation. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent obtenir un poste dans le cadre du programme Échanges Canada, et afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles :** Ce fichier sert à la gestion générale du programme. Ce fichier est relié au système de gestion des répertoires. **Normes de conservation et de destruction :** Les dossiers des candidates et

Programme de recrutement postsecondaire (PRP) :

Description : Ce fichier est entièrement maintenu de façon électronique et ses utilisateurs peuvent y accéder 24 heures par jour. Il contient des renseignements personnels, des données démographiques, des curriculum vitae, des relevés de notes, des résultats d'examen (le cas échéant), de la correspondance, des dossiers de cas à considérer, des notes ou des présentations, des notes aux dossiers et des messages pour tous les candidats et candidats du Programme.

Catégorie de personnes : Toute personne présentant une demande dans le cadre du recrutement postsecondaire. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui postulent un emploi dans le cadre de la campagne de recrutement postsecondaire. **Usages compatibles :** Ce fichier sert à déterminer des candidats et des candidats pour les postes offerts par l'intermédiaire du Programme de recrutement postsecondaire. Il peut être utilisé à des fins de planification de ressources humaines, de statistiques et d'études.

Normes de conservation et de destruction : Conforme à la politique du SCT pour la conservation et la destruction des fichiers électroniques. Les renseignements concernant les candidates et les candidats sont transférés au ministère participant. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 031 **Enregistrement (SCT) :** 003954 **Numéro de fichier :** CFP PCE 767

Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidats et candidats et des participantes et participants

Description : Ce fichier peut contenir des renseignements personnels de base, des formulaires pour les Simulations pour les cadres de direction du programme CAP, des curriculum vitae, des plans de carrière, des renseignements sur les évaluations, les résultats des évaluations, l'intégration complète des conclusions incluant les vérifications des références, la participation aux cours ainsi que la correspondance générale se rapportant aux candidates et candidats et aux participantes et participants de CAP. Ce fichier peut également contenir des renseignements d'un ancien programme, soit le programme spécial de perfectionnement. **Catégorie de personnes :** Non-fonctionnaires et fonctionnaires qui ont participé aux cobcours et (ou) y ont participé. **But :** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les candidates et candidats initiales et finales aux programmes CAP. Ce fichier existe aussi pour tenir un registre de toutes les personnes qui ont participé au CAP. **Usages compatibles :** Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP aux phases de sélection initiale et finale ; il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils.

Normes de conservation et de destruction : Les dossiers des personnes dont l'examen

se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits ; les dossiers sont conservés pendant cinq (5) ans après la fin d'une affectation et sont ensuite détruits. Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt (20) ans. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001705 **Numéro de fichier :** CFP PCE 751

Programme de stagiaires en gestion : répertoire des candidates et candidats et des participantes et participants

Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des lettres, des notes, des rapports d'évaluation, des lettres de nomination, des descriptions d'affectations et des évaluations de rendement. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires présentant une demande dans le cadre du Programme de stagiaires en gestion et personnes qui ont été nommées au Programme. **But :** Cette banque de données a été créée aux termes des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de produire un répertoire des fonctionnaires qui souhaitent participer au Programme de stagiaires en gestion, et afin de tenir des dossiers rétrospectifs sur toutes personnes qui ont participé au programme. **Usages compatibles :** Ce fichier sert à déterminer les candidates et candidats pour les postes du Programme de stagiaires en gestion en vue de la gestion générale des affectations de personnes choisies pour faire partie du programme et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'emploi ou l'employé afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins de statistiques et d'études) **Normes de conservation et de destruction :** Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation de demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme ; les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 031 **Enregistrement (SCT) :** 002910 **Numéro de fichier :** CFP PCE 763

Programme d'initiales des mesures spéciales (PIMS) : répertoire des participantes et participants (a cessé en 1998)

Description : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des participantes et participants au Programme d'initiales des mesures spéciales tels que les programmes d'accès, le Programme national de minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des non traditionnels pour les femmes. Par exemple, ce fichier peut contenir l'identification du stagiaire, la

dossier # : CFP DGD 031 Enregistrement (SCT) :
003069 **Numéro de fichier :** CFP PCE 766

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et

candidates

Description : Cette banque de données peut contenir divers renseignements : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, références, questionnaire d'évaluation tous azimuts, rapport d'auto-évaluation du candidat, entrevue portant sur le rendement antérieur et entrevue

du jury de révision de la sélection, résultats du processus d'intégration et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction qui ont présenté une demande de participation au PPACS. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de pouvoir consigner et fournir des renseignements concernant l'approbation ou le rejet des candidatures au PPACS, de consigner et de fournir des renseignements pour fins d'examen et de prise de décisions par les membres du Comité d'intégration, le Comité des hauts fonctionnaires (CHF) et la Commission de la fonction publique (CFP). **Usages compatibles :** La banque sert à consigner et à fournir des renseignements au CHF et à la CFP en ce qui concerne l'approbation des candidatures au programme. **Normes de conservation et de destruction :** Les dossiers sur papier des personnes dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans et sont détruits. Les dossiers sur papier des personnes dont la candidature a été approuvée aux fins du programme sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pendant dix (10) ans après la fin de la participation au PPACS et sont ensuite détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 004019 **Numéro de fichier :** CFP PCE 768

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et

candidates

Description : Cette banque de données peut contenir divers renseignements : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, références, questionnaire d'évaluation tous azimuts, rapport d'auto-évaluation du candidat, entrevue portant sur le rendement antérieur et entrevue

du jury de révision de la sélection, résultats du processus d'intégration et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction qui ont présenté une demande de participation au PPACS. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de pouvoir consigner et fournir des renseignements concernant l'approbation ou le rejet des candidatures au PPACS, de consigner et de fournir des renseignements pour fins d'examen et de prise de décisions par les membres du Comité d'intégration, le Comité des hauts fonctionnaires (CHF) et la Commission de la fonction publique (CFP). **Usages compatibles :** La banque sert à consigner et à fournir des renseignements au CHF et à la CFP en ce qui concerne l'approbation des candidatures au programme. **Normes de conservation et de destruction :** Les dossiers sur papier des personnes dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans et sont détruits. Les dossiers sur papier des personnes dont la candidature a été approuvée aux fins du programme sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pendant dix (10) ans après la fin de la participation au PPACS et sont ensuite détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 004018 **Numéro de fichier :** CFP PCE 769

Programme de perfectionnement en recherche sur les politiques

Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des notes d'entrevue, des notes de centre d'évaluation, des notes ou des présentations, des notes au dossier et des messages transmis par télécopieur pour tous les candidates et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/ententes d'affectations ministérielles, aux notes de reclassification, aux évaluations de rendement et aux descriptions de travail, ainsi que d'autres documents écrits destinés aux participantes et participants du Programme. **But :** Ce fichier a été créé en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent participer au Programme, et afin de tenir des dossiers rétrospectifs sur toutes personnes qui ont participé au Programme. **Usages compatibles :** Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PRR, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'emploi ou l'emploi, afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins statistiques et d'études). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme. Les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** PSC SPB 030, PSC SPB 031 **Enregistrement (SCT) :** 005301 **Numéro de fichier :** CFP PCE 777

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants

Description : Cette banque de données peut contenir divers renseignements : renseignements personnels, correspondance, références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, rapport d'auto-évaluation du candidat, résultats du processus d'intégration ; auto-évaluation du participant, plans d'apprentissage personnalisés, renseignements sur les affectations du candidat et évaluation du rendement s'y rapportant, mentorat et assistance professionnelle, participation au cours et documentation relative à une nomination à un niveau déterminé, notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction dont la candidature au PPACS a été approuvée.

sont conservées indéfiniment. **No. ADD : 2001/025 Renvoi au dossier # : CFP DGD 033 Enregistrement (SCT) : 001452 Numéro de fichier : CFP PCE 709**

Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats

Description : Cette banque de données peut contenir divers renseignements : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, vérification des références, questionnaire d'évaluation tous azimuts, entrevue portant sur le rendement antérieur et entrevue du jury de révision de la sélection et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont présenté une demande de participation au processus de

préqualification des SMA. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et fournir des renseignements concernant l'approbation ou le rejet des candidates au processus de préqualification, de consigner et de fournir des renseignements pour fins d'examen et de prise de décisions par les membres des comités de présélection et du Comité de révision de sélection, le Comité des hauts fonctionnaires (CHF) et la Commission de la fonction publique (CFP). **Usages compatibles :** La banque sert à consigner et à fournir des renseignements au CHF et à la CFP en ce qui concerne l'approbation des candidates au processus.

et de destruction : Les dossiers sur papier d'un candidat dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans, après quoi ils sont détruits. Les dossiers sur papier d'un employé qui a été nommé au répertoire des SMA sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification (suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP) et sont ensuite détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD : 2001/025 Renvoi au dossier # : CFP DGD 065 Enregistrement (SCT) : 004020 Numéro de fichier : CFP PCE 770**

Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants

Description : Cette banque de données peut contenir divers renseignements : renseignements personnels, correspondance, vérification des références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, auto-évaluation du participant, et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction

publique afin de consigner et de fournir des renseignements sur les participantes et participants nommés au répertoire des SMA et pour fournir à la CFP des renseignements relatifs aux nominations à un niveau déterminé. **Usages compatibles :** La banque de données sert à consigner des renseignements sur les participantes et participants nommés au répertoire des SMA et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'emploi au niveau SMA à ces candidats. **Normes de conservation et de destruction :** Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification (suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP) et sont ensuite détruits. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD : 2001/025 Renvoi au dossier # : CFP DGD 065 Enregistrement (SCT) : 004021 Numéro de fichier : CFP PCE 771**

Programme de formation accélérée pour les économistes : répertoire des candidates et candidats et des participantes et participants

Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des notes d'entrevue, des notes du centre d'évaluation, des notes ou des présentations, des notes de dossier et des messages transmis par télécopieur pour tous les candidates et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/ententes d'affectations ministérielles, aux notes de reclassement, aux évaluations de rendement et aux descriptions de travail ainsi que d'autres documents écrits destinés aux participantes et participants du Programme. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires faisant une demande au PFAE ou personnes qui ont participé ou participent au PFAE. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui veulent participer au Programme de formation accélérée pour les économistes, et afin de tenir des dossiers rétrospectifs sur toutes les personnes qui ont participé au programme. **Usages compatibles :** Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PFAE, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'employé ou l'employé afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins de statistiques et d'études). **Normes de conservation et de destruction :** Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme ; les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits. **No. ADD : 2001/025 Renvoi au**

2001/025 **Renvoi au dossier #** : CFP DGF 105
Enregistrement (SCT) : 001482 **Numéro de fichier** :
 CFP PCE 739

Personnes nommées en vertu d'un décret

d'exemption
Description : Ce fichier peut contenir les recommandations de la Commission et du ministre du Cabinet au gouverneur en conseil, des renseignements personnels de base, le décret d'exemption et le règlement. **Catégorie de personnes** : Personnes nommées à la fonction publique exemptées de certaines dispositions de la Loi en vertu de l'article 41. **But** : Ce fichier a été créé conformément aux dispositions des articles 37, 41 et 47 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de rapporter au Parlement le nom des employés de certaines catégories ou des personnes nommées à la fonction publique qui sont soustraites aux dispositions de la Loi en vertu de l'article 41. **Usages compatibles** : Ce fichier sert à faire connaître chaque année au Parlement le nom des employés et employées de certaines catégories ou des personnes nommées en vertu d'un décret d'exemption. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans à compter de la date d'échéance de l'exemption et sont ensuite envoyés aux archives historiques. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGM 022 **Enregistrement (SCT)** : 001447 **Numéro de fichier** : CFP PCE 704

Priorités prévues par la Loi sur l'emploi dans la fonction publique et le Règlement sur l'emploi dans la fonction publique

Description : Ce fichier peut contenir des renseignements personnels de base, des renseignements sur les priorités réglementaires ou statutaires et les résultats des présentations formulées aux ministères. Les genres de priorité sont : congé, personnel des ministères, mise en disponibilité, excédentaire, réintégration, réinstallation du conjoint, fonctionnaire devenu handicapé, renseignements devenus handicapés. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires et autres bénéficiaires de priorité statutaire ou réglementaire. **But** : Ce fichier existe conformément aux articles 29, 30 et 33 de la Loi sur l'emploi dans la fonction publique et aux articles 34 à 43 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les bénéficiaires de priorité. **Usages compatibles** : Ce fichier sert à identifier les bénéficiaires de priorité statutaire ou réglementaire en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports spéciaux sont régulièrement remis au Conseil du Trésor, aux ministères, aux syndicats et à la gestion de la CFP pour fins de contrôle et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans à compter de l'échéance de la priorité et sont ensuite détruits. Certains renseignements informatisés

ensuite détruits. Certains renseignements informatisés

(10 ans) après la période de formation. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGF 120
Enregistrement (SCT) : 001478 **Numéro de fichier** :
 CFP PCE 735

Médiation, enquête et encadrement dans la

prévention et le Règlement du harcèlement en milieu de travail

Description : Ce fichier peut contenir des renseignements personnels de base, des extraits du dossier de l'employé, des notes d'entrevues, des allégations ou des plaintes, des notes de service, des lettres, des évaluations de rendement, des protocoles d'entente et des rapports d'enquête. **Catégorie de personnes** : Fonctionnaires concernés par les services d'enquête, de médiation ou d'encadrement fournis par la direction générale des recours conformément à la Politique du Conseil du Trésor sur la prévention et le règlement du harcèlement en milieu de travail. **But** : Ce fichier a été créé conformément au décret C.P. 2001-955 en vue d'agir à titre d'organisme-ressources expert pour recueillir des renseignements pendant l'enquête, la médiation ou l'encadrement sur demande du ministre. **Usages compatibles** : Les renseignements sont recueillis afin que la plainte ou le différend en milieu de travail soit examiné et que des conclusions et recommandations soient formulées, s'il y a lieu. Ils servent également aux fins de statistiques. **Normes de conservation et de destruction** : Les dossiers demeurent actifs pendant le processus d'enquête, de médiation et d'encadrement, sont inactifs pendant cinq (5) ans à partir de la date d'achèvement et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DAE 010

Enregistrement (SCT) : 005181 **Numéro de fichier** :
 CFP PCE 781

Orientation linguistique

Description : Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la leçon recommandée et la durée de formation prévue. **Catégorie de personnes** : Candidates et candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription en formation linguistique de base. **But** : Ce fichier a été créé conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation. **Usages compatibles** : Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir à Formation linguistique Canada des données de nature administrative. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont conservés pendant vingt (20) ans et sont ensuite détruits. **No. ADD** :

Evaluation de langue seconde à partir des bureaux

régionaux

Description : Ce fichier peut contenir la demande

d'évaluation de langue seconde et le formulaire des

résultats, les renseignements personnels généraux, la

cassette de l'entrevue orale, les rapports et les résultats

de l'évaluation. **Catégorie de personnes :**

Fonctionnaires ayant subi une évaluation de la

compétence en langue seconde administrée par les

bureaux régionaux de la CFP. **But :** Ce fichier existe

conformément aux articles 16 et 20 de la Loi sur l'emploi

dans la fonction publique pour évaluer la compétence en

langue seconde des candidats et candidates. **Usages**

compatibles : Le fichier sert à consigner des

renseignements ayant trait à l'évaluation linguistique des

candidats évalués aux fins de nomination aux postes

bilingues de la fonction publique et à d'autres fins, tel que

stipulé dans l'entente entre la Commission et le Conseil

du Trésor au sujet des évaluations linguistiques. Les

résultats sont entrés dans le système des résultats aux

tests (voir le fichier CFP PCE 718) et peuvent être entrés

dans les répertoires de candidates et candidats.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant trois (3) ans, les

cassettes des entrevues pendant deux (2) ans, à moins

que l'employé ne consente à l'effacement avant cette

date, et sont ensuite détruits. **No. ADD :** 2001/025

Renvoi au dossier # : CFP DGD 030 050

Enregistrement (SCT) : 001457 **Numéro de fichier :**

CFP PCE 714

Examineurs de l'Évaluation de langue seconde

(ELS)

Description : Ce fichier peut contenir des

renseignements relatifs à l'accréditation/certification et au

contrôle des administrateurs et correcteurs de tests ELS,

ainsi que des évaluateurs d'interaction orale de l'ELS, les

formulaires d'inscription au Programme de certification,

les formulaires d'accord d'utilisation des tests, les lettres

de certification, les commentaires et recommandations

des moniteurs/agents de contrôle ainsi que les autres

renseignements administratifs recueillis dans le cadre de

l'accréditation/certification. **Catégorie de personnes :**

Fonctionnaires ayant participé au Programme de

certification de l'interaction orale ou ceux qui ont reçu

l'autorisation d'administrer et de corriger les tests d'ELS.

But : Ce fichier a été créé conformément aux

dispositions des articles 5(a), 16 et 20 de la Loi sur

l'emploi dans la fonction publique en vue de consigner

les renseignements concernant l'accréditation/certification

des examinateurs de l'ELS. **Usages compatibles :** Ce

fichier est utilisé pour consigner des renseignements

ayant trait aux qualités requises, à la formation et la

certification/accréditation des examinateurs de l'ELS. Il

fournit également des renseignements permettant

d'assurer la qualité des évaluations et de prendre des

mesures correctives, au besoin. **Normes de**

conservation et de destruction : Tous les dossiers

sont conservés dix (10) ans après que l'employé a quitté

son poste d'examineur. Les dossiers des personnes qui

n'ont pas exercé la fonction d'examineur sont

également conservés pendant dix (10) ans. Les dossiers

001458 **Numéro de fichier :** CFP PCE 715

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

Renvoi au dossier # : 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

Renvoi au dossier # : 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

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dossier # : CFP DGD 030 **Enregistrement (SCT) :**

Renvoi au dossier # : 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

Information et inscription aux cours

Description : Ce fichier peut contenir des

renseignements de base sur les participants à des cours

ainsi que des données administratives sur les cours

suivis. Toutes les personnes qui veulent avoir accès à ces

renseignements sont priées d'indiquer le numéro de

cours pertinent à l'inscription et de perfectionnement

Canada. **But :** Ce fichier a été créé conformément aux

dispositions de l'alinéa 5(b) de la Loi sur l'emploi dans la

fonction publique en vue d'établir et de tenir des dossiers

sur les employés et les personnes qui ont suivi ou qui

suivent un cours offert par la direction générale des

programmes d'apprentissage et de développement.

Usages compatibles : Ce fichier sert à fournir les

renseignements nécessaires pour donner les cours de

formation offerts par l'organisme de perfectionnement

Canada. **Normes de conservation et de destruction :**

Les dossiers sont conservés pendant cinq (5) ans après

la fin de l'activité de formation et sont ensuite détruits.

Les données informatisées sont conservées pendant dix

Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision suite à la sélection. Les renseignements que contient ce fichier peuvent être obtenus à partir des répertoires des candidats et candidats et des résultats d'évaluation et auprès des ministères. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001475 **Numéro de fichier :** CFP PCE 732

Enquêtes

Description : Ce fichier peut contenir les extraits du dossier de l'employé et du dossier de concours, des notes de l'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des évaluations de rendement, des coupures de presse, des protocoles d'entente et le rapport d'enquête officiel. Il peut contenir aussi des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants d'employés ou des plaignants. **Catégorie de personnes** : Fonctionnaires ayant logé une plainte auprès de la direction générale des recours portant sur l'application de la Loi et du Règlement sur l'emploi dans la fonction publique, ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes concernées par la plainte. **But** : Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350, ainsi que du décret subséquent C.P. 2001-1986-2350, en vue de consigner des renseignements sur les enquêtes portant sur l'application de la Loi et du Règlement sur l'emploi dans la fonction publique, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. **Usages compatibles** : Les renseignements sont recueillis pour que les allégations puissent être examinées, que les recommandations puissent être formulées et que des mesures de redressement puissent être prises s'il y a lieu. Il sert également à préparer les documents de référence en vue de la création d'un comité d'enquête ou pour la préparation d'un dossier de Cour fédérale. **Normes de conservation et de destruction** : Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divagation, restent ensuite inactifs pendant cinq (5) ans et sont détruits. Les dossiers de plaintes qui ne donnent pas lieu à une enquête formelle sont conservés pendant deux (2) ans et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DAE 010 **Enregistrement (SCT) :** 001446 **Numéro de fichier :** CFP PCE 703

destruction : Les dossiers sont conservés pendant deux (2) ans après la demande et sont ensuite détruits. **No. ADD :** 98/001 **Renvoi au dossier # :** CFP DGM 022 **Enregistrement (SCT) :** 001684 **Numéro de fichier :** CFP PCE 743

Dossiers de la CFP sur les mutations (a pris fin en juin 1996)

Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation de rendement, le formulaire de demande de mutation, une lettre du ministre confirmant le groupe, le niveau et le type d'emploi actuel, le rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications de références. **Catégorie de personnes** : Fonctionnaires ayant présenté une demande de mutation latérale. **But** : Ce fichier existe en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories du soutien administratif, de l'exploitation, de l'administration et du service extérieur, et les catégories professionnelles et techniques, à l'exception du groupe de la direction. **Usages compatibles** : Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 3084 001462 **Numéro de fichier :** CFP PCE 719

Dotation des cadres de direction

Description : Ce fichier peut contenir les cotes de sécurité ; les résultats obtenus aux examens linguistiques ; les notes de service à la Commission (rapports des jurys) ; les lettres d'offre ; les lettres d'acceptation ; les lettres destinées aux candidats ayant échoué ; les avis de droit d'appel, s'il y a lieu ; les lettres confirmant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation ; les formulaires d'information sur les langues officielles ; les demandes de dotation sans délégation ; les tableaux descriptifs des postes et les énoncés de qualités ; les descriptions de tâches, les demandes d'emploi, les curriculum vitae, les rapports individuels des candidats du Centre d'évaluation pour la nomination des cadres de direction, le rapport d'évaluation du Programme de recrutement des cadres de direction, les résultats de la vérification des références et une liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont prises en compte à l'indiquer le numéro de concours approprié. **Catégorie de personnes** : Toute personne qui participe à un concours du groupe de la direction administré par la Commission. **But** : Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. **Usages compatibles** : Ce fichier sert à fournir des renseignements concernant les sélections et les nominations dans le groupe de la direction faites par la

dont le cas a été présenté au Comité de révision linguistique. **But :** Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de désigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique. **Usages compatibles :** Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas. **Normes de conservation et de destruction :** Les dossiers concernant les demandes de révision suite à un retrait de la formation linguistique ou suite au résultat de l'orientation linguistique sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 050 **Enregistrement (SCT) :** 001459 **Numéro de fichier :** CFP PCE 716

Congés en vue de briguer les suffrages
Description : Ce fichier peut contenir la demande de recommandation du directeur général, direction de congé, l'opinion de l'administrateur général, la délégation, à la Commission, la décision de la Commission d'autoriser ou de refuser le congé pour permettre au fonctionnaire de se porter ou d'être choisi comme candidat ou candidate, les avis pour publication dans la Gazette du Canada, partie I, et à l'occasion, des coupures de journaux. **Catégorie de personnes :** Fonctionnaires qui ont demandé un congé en vue de se porter ou d'être choisi comme candidat ou candidat. **But :** Ce fichier existe conformément aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de désigner les renseignements afin que la Commission puisse décider si elle doit accorder un congé à une employée ou un employé qui désire briguer les suffrages. **Usages compatibles :** Ce fichier sert à fournir les renseignements nécessaires afin que la Commission puisse prendre sa décision et à fournir des renseignements aux fins des rapports de la Commission au Parlement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant sept (7) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGM 022 **Enregistrement (SCT) :** 001448 **Numéro de fichier :** CFP PCE 705

Consultation et perfectionnement professionnel, Gestion de la diversité : niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)
Description : Ce fichier peut contenir des renseignements personnels de base, des curriculum vitae, des renseignements professionnels et des plans de carrière généraux, ainsi que des renseignements sur les évaluations et les vérifications des références. **Catégorie de personnes :** Membres des groupes désignés de l'équité en matière d'emploi à des niveaux équivalents aux niveaux EX, EX moins un et moins deux, comprenant des femmes, des membres des minorités visibles, des Autochtones, des personnes handicapées qui ont obtenu des services de consultation et de perfectionnement professionnels. **But :** Ce fichier existe en vue de tenir un

dossier sur les antécédents des membres des groupes désignés qui veulent obtenir des services de consultation professionnelle afin de réaliser les projets de carrière qu'ils ont choisis. **Usages compatibles :** Ce fichier sert à tenir des dossiers sur les réunions avec les clients, à déterminer les clients des groupes désignés admissibles à participer à des concours précis au niveau EX et à communiquer avec eux, et à présenter des clients pour des affectations de perfectionnement dans d'autres ministères. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001466 **Numéro de fichier :** CFP PCE 723

Décret d'exemption sur les langues officielles
Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents ; les demandes des cas. **Catégorie de personnes :** Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation. **But :** Ce fichier existe conformément à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de désigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste, soit de recevoir une prolongation de leur temps d'exemption ou de passer outre à un pronostic négatif aux fins de nominations. **Usages compatibles :** Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif à un pronostic négatif selon le décret d'exclusion sur les langues officielles. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans et sont ensuite détruits, sauf pour certains dossiers qui sont conservés dans les Archives nationales pour une période indéfinie. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 050 **Enregistrement (SCT) :** 001460 **Numéro de fichier :** CFP PCE 717

Demandes de communication de renseignements
Description : Ce fichier peut contenir les formulaires de demande de communication de renseignements, les réponses à ces demandes et l'information rattachée au traitement des demandes. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires ayant fait une demande officielle d'accès à des renseignements en vertu de la Loi sur l'accès à l'information ou de la Loi sur la protection des renseignements personnels. **But :** Ce fichier existe conformément à l'article 4 de la Loi sur l'accès à l'information et à l'article 12 de la Loi sur la protection des renseignements personnels pour traiter les demandes de communication de renseignements faites en vertu des lois. **Usages compatibles :** Ce fichier est utilisé pour consigner et traiter les demandes, pour répondre aux plaintes reçues en vertu des lois et pour fins de statistiques. **Normes de conservation et de**

informatisées sont conservées jusqu'à ce qu'ils soient périmés, puis ils sont supprimés. Cependant les données de fin d'année sont conservées dans des archives optiques pour une période indéfinie. Système des archives trimestriel (classé dans l'environnement analytique en 1995-1996) : les renseignements personnels sont conservés dans des archives optiques pour une période indéfinie. Programmes d'emplois pour étudiants : les renseignements sont conservés pendant cinq (5) ans, puis sont conservés dans des archives optiques pour une période indéfinie. Système d'information analytique basé sur les emplois : les renseignements personnels sont conservés pendant un période de 20 ans à partir du moment où ils sont recueillis puis conservés dans des archives optiques pour une période indéfinie. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 032 et CFP RAV 180 **Enregistrement (SCT) :** 002299 **Numéro de fichier :** CFP PCE 761

Centre d'évaluation en vue de la nomination des cadres de direction (CÉNCD)

Description : Ce fichier peut contenir des notes de service et des lettres ; des données biographiques et des résultats d'évaluation. **Catégorie de personnes :** Les personnes ayant fait l'objet d'une évaluation par le Centre d'évaluation en vue de la nomination des cadres de direction (CÉNCD). **But :** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à des postes de cadres supérieurs ou à des programmes internes de perfectionnement. **Usages compatibles :** Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidats et candidats aux postes de cadres supérieurs ou aux programmes internes de perfectionnement, pour assurer que la sélection des personnes qui y participent soit basée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux candidates et candidats qui en font la demande et pour amasser des données normatives sur les personnes qui ont participé au Centre d'évaluation à des fins de recherche et de développement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans après l'évaluation et sont ensuite détruits. Les données informatisées sont conservées pour une période indéfinie. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 / CFP DGD 034 **Enregistrement (SCT) :** 004463 **Numéro de fichier :** CFP PCE 772

Comité de révision linguistique

Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'examen de connaissance de la langue seconde avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité de révision linguistique. **Catégorie de personnes :** Fonctionnaires

comprend aussi les données provenant du système des titulaires, de la mobilité et de l'équité en matière d'emploi du Conseil du Trésor (CT), de l'information extraite du programme de Sondage spécial de la CFP, ainsi que des actes de nomination ou des relevés statistiques reçus de d'autres ministères pour la période précédant le mois d'avril 1999 et par la suite, les estimés des activités de dotation des ministères créés par la CFP à partir des fichiers des titulaires et de la mobilité du CT. Certaines données sur le recensement et sur l'Enquête sur la santé et les limitations d'activités sont également incluses dans le Cadre analytique. **Catégorie de personnes :** Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. **But :** On a instauré cet environnement analytique afin de consigner des renseignements sur les nominations à la fonction publique (avant avril 1999), les départs, la répartition des fonctionnaires selon les ministères et les emplacements, de produire de l'information sur l'état de santé du système de dotation au sein de la fonction publique. Entre 1999 et 2003, les activités de dotation sont estimées à partir du système des titulaires et de la mobilité. À partir de 2003, les estimés des activités de dotation sont tirés du Système d'information analytique basé sur les emplois. Le Cadre analytique est mis à jour régulièrement. **Usages compatibles :** Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction publique, à la recherche à la CFP ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Cette information est utilisée pour la planification et la conduite d'enquêtes, de vérification et d'études en matière de pratiques en dotation. Cette information ne saurait en aucun cas constituer la base d'une décision administrative concernant un/des individu(s). Cette information est également utilisée afin de tracer la mobilité de l'employé(e) et de déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique et pour d'autres fins statistiques. Les renseignements des systèmes titulaires et de la mobilité du Conseil du Trésor sont utilisés pour fournir certaines informations supplémentaires aux répertoires des candidats et candidates de la CFP. L'information tirée des fichiers des titulaires est également utilisée pour mettre à jour le Système d'information analytique basé sur les emplois. Pour des fins statistiques, cette information est jumelée avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du CT (SCT PCE 706). L'information tirée du recensement et de l'Enquête sur la santé et les limitations d'activités est utilisée dans la mise à jour des données sur l'équité en matière d'emploi. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte. **Normes de conservation et de destruction :** Les données informatisées du Système de gestion de l'information sur les nominations (SGIN) sont conservées dans des archives optiques pour un période indéfinie. Système des séparations : les renseignements

Commission de la fonction publique du Canada

Chapitre 72

Fichiers centraux

Accréditation des agents de dotation
Description : Ce fichier peut contenir des dossiers personnels lesquels incluent les recommandations des ministères pour l'accréditation, y compris des renseignements sur les études et l'expérience antérieures en gestion du personnel, les résultats à l'examen de connaissances en dotation, un aperçu des activités et affectations en dotation de ces activités et affectations. Une partie des renseignements ci-dessus sont également inscrits dans un répertoire automatisé.

Catégorie de personnes : Consultants et consultantes de dotation en personnel de la fonction publique. **But :** Ce fichier a été conçu afin d'enregistrer et de fournir des renseignements sur l'accréditation des consultants et consultantes en dotation en ce qui concerne l'exercice des pouvoirs de dotation délégués conformément au paragraphe 6(1) de la Loi sur l'emploi dans la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements à l'appui de l'accréditation des agents de dotation par le comité d'accréditation. Il sert également à produire divers rapports et analyses statistiques et à des fins administratives générales telles que, par exemple, la planification des programmes de formation et de perfectionnement en dotation et la préparation de rapports sur ces programmes.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux (2) ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 050 **Enregistrement (SCT) :** 001464 **Numéro de fichier :** CFP PCE 721

Auditions d'appels
Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audience, y compris des formulaires d'évaluation de rendement du personnel s'ils ont été utilisés dans le cadre du processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de fournir le numéro de dossier de la direction générale des recours qui est indiqué sur la décision du comité d'appel qu'a reçue l'appelant ou l'appelante. **Catégorie de personnes :** Fonctionnaires qui ont fait appel ou qui sont en cause dans un appel.

But : Ce fichier existe conformément aux dispositions de l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 19 à 28 du Règlement sur l'emploi dans la fonction publique en vue d'enregistrer et de fournir des renseignements sur les appels logés. **Usages compatibles :** Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président ou la présidente du Comité d'appel puisse rendre une décision. **Normes de conservation et de destruction :** Les décisions sont conservées sur microfilm pendant vingt (20) ans à compter de la date où elles ont été prises, les dossiers et les enregistrements sont conservés pendant deux (2) ans et sont ensuite détruits. Pour les dossiers qui sont transmis à la Cour fédérale du Canada en vertu de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées pendant cinq (5) ans et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DAE 005 **Enregistrement (SCT) :** 001445 **Numéro de fichier :** CFP PCE 702

Autres Enquêtes
Description : Ce fichier peut contenir des renseignements personnels de base, des extraits du dossier de l'employé et du dossier de concours, des notes d'entrevues, des allégations ou des plaintes, des notes de service et des lettres, des évaluations de rendement, des protocoles d'entente et des rapports d'enquête. Il peut aussi contenir des renseignements concernant les recommandations faites à la Commission de la fonction publique sur les faits recueillis pendant l'enquête. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires directement concernés par l'enquête. **But :** Ce fichier existe suite à une enquête menée en vertu des articles 6(2) et (3) et 42 de la Loi sur l'emploi dans la fonction publique. **Usages compatibles :** Les renseignements sont recueillis afin d'enquêter sur les allégations relatives à des irrégularités en matière de dotation et de formuler des recommandations. Ils servent également aux fins de statistiques. **Normes de conservation et de destruction :** Les dossiers demeurent actifs pendant le processus d'enquête, sont inactifs pendant cinq (5) ans et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DAE 005 **Enregistrement (SCT) :** 005180 **Numéro de fichier :** CFP PCE 780

Cadre analytique (antérieurement Systèmes informatisés de relevés statistiques)
Description : Ce fichier regroupe des systèmes informatiques qui tiennent à jour la Commission de la fonction publique (CFP) et qui renferment des renseignements personnels de base tels que : numéro d'assurance sociale (dossiers antérieurs seulement), code d'identification de dossier personnel, le code d'identification du client ou de la cliente (CIC), un identificateur à la CFP, antécédents professionnels, situation d'emploi, compétence linguistique, motifs de cessation d'emploi, le niveau de scolarité, le principal domaine d'études, les opinions personnelles sur l'application des valeurs en dotation et des informations spécifiques sur le processus compétitif. Ce fichier

Fichiers particuliers

Système d'inventaire de l'information de la Commission (CIS)/Banque d'employés

Description : Ce fichier est un composant d'un système d'accès en ligne de gestion de fonds de renseignements. Ce fichier contient le nom, numéro d'identification personnelle et niveau de sécurité pour chaque employé.

Catégorie de personnes : Employés de la CCN. **But :** Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la corporation a un niveau de sécurité adéquat. **Usages compatibles :** Ce système sert à protéger toute information désignée ou classifiée.

Normes de conservation et de destruction : Ces données informatisées sont mises à jour sur demande.

No. ADD : 01/009 **Renvoi au dossier # :** CCN SGJ-SP 700 **Enregistrement (SCT) :** 003664 **Numéro de fichier :** CCN PPE 802

Système de gestion sur les ressources humaines

(PeopleSoft)

Description : Il s'agit de bases de données en ligne qui contribuent à pratiquement toutes les principales fonctions de gestion du personnel. Ces bases de données comprennent des renseignements sur les employés tels que leur Code d'identification de dossier personnel (CIDP), numéro d'assurance sociale, sexe, niveau de classification, nom, adresse, date de naissance et les évaluations de rendement. Il contient tous les renseignements sur la rémunération des employés de la CCN depuis 1971 ; des renseignements sur les postes depuis 1998 ; les concours et la formation depuis l'année 2000. De plus, PeopleSoft sert à la production des chèques de paie des employés, avec les gains et les déductions nécessaires. PeopleSoft contient aussi des renseignements sur les employés travaillant pendant l'exercice en cours, et il sert à tenir compte des heures travaillées et des congés. Enfin, PeopleSoft contient des renseignements sur les postes, notamment des évaluations et des descriptions du travail. Le système informatisé de présentation des rapports d'équité en matière d'emploi (EECRIS) sert à la production de rapports annuels concernant les règlements sur l'équité en matière d'emploi. **Catégorie de personnes :** Employés de la CCN. **But :** Ce système donne aux cadres de la Commission et aux gestionnaires du personnel suffisamment de renseignements sur le personnel pour qu'ils puissent prendre des décisions éclairées sur les employés. Ils servent également à répondre de façon contrôlée aux demandes de

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission canadienne du tourisme

Chapitre 69

Fichiers ordinaires

- Vous trouverez la définition des fichiers ordinaires et la description de leur contenu dans l'INTRODUCTION (au début de cette publication).
- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Cartes d'identité et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Evaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Fichier ordinaires

- L'information est rayée du système. **No. ADD :** 69/046 **Enregistrement (SCT) :** 004319 **Numéro de fichier :** CCL PPE 805
- Griefs
- Harcèlement
- Stationnement
- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Commission d'appel des pensions

Chapitre 70

Fichiers particuliers

Note : Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à : Relations de travail, Services des ressources

humaines – PSR, Développement des ressources humaines, 9e étage, Immeuble Capital Square, Ottawa, Ontario K1P 5V9.

Fichiers particuliers

Dossier personnel des employés

Description : Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, ententes de détachement, évaluations du rendement au travail, documents reliés à des mesures disciplinaires lorsqu'elles sont applicables, lettre de reconnaissance, résultats de tests de langue, assiduité au travail, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers, et autres documents. Le fichier contient le dossier de tous les employés. Ceux-ci peuvent accéder à leurs dossiers en communiquant avec le Bureau des ressources humaines.

Catégorie de personnes : Employés actuels et anciens de la Commission.

But : Fournir des renseignements sur l'emploi des membres actuels et des anciens membres du personnel au sein de la Commission.

Usages compatibles : Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe.

Normes de conservation et de destruction : Les dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada. **No. ADD :** 69/046

Enregistrement (SCT) : 004048 **Numéro de fichier :** CCL PPE 801

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les demandes d'emplois des candidats ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel ; les documents relatifs aux examens et à leurs résultats ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent donner d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.)

Catégorie de personnes : Employés de la Commission. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Commission. Il est également une source de renseignements pour les

programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les plaintes relatives aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements à des fins auxquelles ils ont été recueillis.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans suivant la nomination et ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **No. ADD :** 69/046

Enregistrement (SCT) : 004048 **Numéro de fichier :** CCL PPE 815

Voyages et dépenses des employés

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements des employés et autres dépenses remboursées aux employés. Il compte aussi les réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

Catégorie de personnes : Employés de la Commission qui effectuent des voyages et présentent des réclamations de frais de déplacement, d'inscription à des cours, des cotisations à des associations et d'autres paiements.

But : Ce fichier a pour but d'émagasiner des renseignements concernant les voyages des fonctionnaires ; il sert également au paiement des réclamations des factures aux personnes mentionnées ci-dessus. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages sont uniformes.

Usages compatibles : Approuver les questions de voyage, les avances et les demandes de remboursement ; sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

Normes de conservation et de destruction : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou autres. **No. ADD :** 69/046

Enregistrement (SCT) : 004321 **Numéro de fichier :** CCL PPE 810

Système d'information financière – COMFIN/SATURN

Description : L'information financière pour la Commission. Cette information sera classifiée comme suit :

responsabilité (inter-classement) ; autorité (affectation) ; but (activité) ; projet ; ligne d'exécution (nature). Les renseignements personnels (adresses, numéros de téléphone, etc.) sont compris dans COMFIN. Pour les

des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Développement des ressources humaines Canada (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les

mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste nationale du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD :** À déterminer **Enregistrement (SCT) :** 005121 **Numéro de fichier :** COMGRA PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rémunération et avantages

Commission canadienne d'examen des exportations de biens culturels

Chapitre 66

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Commission canadienne du blé

Chapitre 67

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Discipline

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Harcelement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers particuliers

Base de données sur la formation

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le Code d'identification de dossier personnel ; le statut de membre d'un groupe visé par l'équité en matière d'emploi ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parraïnés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :**

Enregistrement (SCT) : 005122 **Numéro de fichier :** COMGRA PPE 810

Dossier personnel d'un employé – dossiers auxiliaires
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière

conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le Numéro d'assurance sociale ; le Code d'identification de dossier personnel ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'armes à feu nécessaires pour occuper le poste ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve parfois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière

Commission canadienne des affaires polaires

Chapitre 63

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Rémunération et avantages
Stationnement
Voyages et réinstallations

Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Programme d'équité en matière d'emploi
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Commission canadienne des droits de la personne

Chapitre 64

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCSN

aux rayonnements

Description : Ce fichier contient un relevé des doses de

rayonnement auxquelles ont été soumis les spécialistes

de la CCSN. Le calcul cumulatif de ces doses est fait

périodiquement. **Catégorie des personnes :** Les

employés de la CCSN. **But :** Ce fichier sert de consigner

des données des doses de rayonnement des employés

de la CCSN dans l'exécution de leurs fonctions.

Normes de conservation et de destruction : Ces

dossiers sont conservés pendant 75 ans, après quoi ils

sont détruits. **No. ADD :** 91-024 **Enregistrement**

(SCT) : 004117 **Numéro de fichier :** CEA PPE 802

Inspecteurs de la CCSN : Dossier d'accréditation

Description : En vertu du Règlement, les employés de la

CCSN peuvent agir à titre d'inspecteurs. Les données

personnelles des employés désignés comme inspecteurs

demeurent dans le fichier personnel de ces employés,

mais la correspondance qui a trait uniquement à leur

nomination est conservée dans un fichier distinct.

Catégorie des personnes : Employés de la CCSN.

But : L'utilité première de ce fichier est de fournir un état

à jour des nominations. Elle ne renferme que les noms et

les secteurs pouvant faire l'objet de vérifications.

Normes de conservation et de destruction : Ces

dossiers sont conservés pour cinq ans, après quoi ils

sont détruits. **No. ADD :** 91-024 **Enregistrement (SCT) :**

004118 **Numéro de fichier :** CEA PPE 803

Membres des comités consultatifs

Description : La CCSN a établi deux comités

consultatifs dont les membres viennent de l'industrie, du

secteur universitaire et de certains autres milieux et qui

font rapport au Président. **Catégorie des personnes :**

Agents de la radioprotection et de sûreté nucléaire. **But :**

Ce fichier sert de consigner des données ayant trait au

recrutement des membres et peut comprendre les noms

des agents actuels, ainsi que des détails sur leur emploi

actuel et sur leur expérience. **Normes de conservation**

et de destruction : Les dossiers sont conservés

pendant trois ans après la dissolution des comités

consultatifs, après quoi ils sont envoyés aux Archives

nationales du Canada. **No. ADD :** 91-024

Enregistrement (SCT) : 004116 **Numéro de fichier :**

CEA PPE 801

Évaluations de leadership à la CCSN

Description : Ce fichier de renseignements contient de

l'information concernant l'évaluation des compétences en

leadership de gestion et les évaluations du programme

de repérage du potentiel de gestion à la CCSN. Il

contient les rapports d'évaluation des candidats,

l'attribution des points et les descriptions narratives

relatives aux différences auto-analyses, aux éléments

d'analyse du centre d'évaluation, à l'information

biographique et celle reliée au poste respectif des

candidats, et tout autre information pertinente. Les

Catégorie des personnes : Membre du personnel de

gestion de la CCSN. **But :** Ce fichier sert de consigner

des données des compétences en leadership et gestion.

L'information sera utilisée pour le perfectionnement,

formation, planification de la relève, affectation et

décisions de dotations. **Normes de conservation et**

de destruction : Ces dossiers sont conservés pendant

sept ans, après quoi ils sont détruits. **No. ADD :** 91-024

Enregistrement (SCT) : 004119 **Numéro de fichier :**

CEA PPE 804

Dossiers médicaux

Description : Ce fichier contient les renseignements

suivants : des rapports médicaux, des analyses et

rapports de laboratoire. Les personnes demandant

l'accès à ces renseignements doivent fournir leur nom au

complet, leur date de naissance et l'endroit du dossier

demandé. **Catégorie des personnes :** Les

fonctionnaires fédéraux et les anciens fonctionnaires

fédéraux. **But :** Ce fichier a pour but de maintenir les

dossiers de santé au travail des fonctionnaires fédéraux y

compris les dossiers de surveillance et le maintien des

facteurs d'hygiène du travail et du milieu, de pré-

embauche, d'évaluations périodiques médicales,

premiers soins donnés. **Usages compatibles :** Établir

que l'employé est apte à accomplir les tâches exigées.

Normes de conservation et de destruction : Les

dossiers sont conservés jusqu'à ce que les personnes

aient atteint l'âge de 75 ans, si elles ne sont plus au

service de la CCSN. Si l'employé est âgé de 70 ans, le

dossier sera conservé pour cinq ans après le dernier

examen médical, après quoi ils sont détruits. À la fin de la

période de conservation, les dossiers seront détruits par

la CCSN. **No. ADD :** 91-024 **Enregistrement (SCT) :**

004120 **Numéro de fichier :** CEA PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette

publication) une définition des fichiers ordinaires et une

description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et

d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

gardé au CLO pendant deux ans, puis détruit. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002849 **Numéro de fichier :** CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

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Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 98/005 **Enregistrement (SCT) :** 001265 **Numéro de fichier :** CLO PPE 805

Rémunération et avantages

Description : Ce fichier contient les certifications

nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la

correspondance connexe à l'administration de la paye et des avantages. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient de la

documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le

numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du

numéro d'assurance sociale est nécessaire pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la

rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne. **Normes de conservation et de**

destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de

réglément des questions de paiement excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002850 **Numéro de fichier :** CLO PPE 804

Saisie-arrêt

Description : Ce fichier contient de la documentation

concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat. **Catégorie de personnes :** Employés du

Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds. **Usages compatibles :** Ce fichier sert

également à approuver les retenues de salaire. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est

Comité externe d'examen de la Gendarmerie royale du Canada

Chapitre 60

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Commissariat aux langues officielles

Chapitre 61

Fichiers particuliers

Fonctionnaire excédentaire

Description : Ce fichier contient des renseignements

personnels sur les fonctionnaires excédentaires qui

bénéficient d'une priorité de fonctionnaire excédentaire

(priorité légale accordée par la C.F.P.). Les

renseignements contenus sont : les études, les

antécédents professionnels, le c.v., copie de tous les

formulaires et de la correspondance administrative

touchant le fonctionnaire en ce qui concerne sa situation,

sa formation et sa préférence du lieu de travail.

Catégorie de personnes : Fonctionnaires déclarés

excédentaires. **But :** Ce dossier fournit aux agents des

ressources humaines la documentation qui facilitera le

placement des fonctionnaires bénéficiant d'une priorité de

Usages

compatibles : Avoir un dossier à jour du fonctionnaire et

des actions prises pour lui trouver un nouveau poste.

Normes de conservation et de destruction : Deux

ans après le départ du fonctionnaire. **No. ADD :** 98/005

Enregistrement (SCT) : 002847 **Numéro de fichier :**

CLO PPE 801

Fonds de pension

Description : Ce fichier contient le certificat de

naissance de l'employé, du conjoint et de ses enfants ;

de l'information sur le statut marital ; date à laquelle

l'employé est devenu cotisant au fonds de pension ;

transfert réciproque ; service accompagné d'options ;

Formation et perfectionnement

Description : Ce fichier comprend des demandes de formation ; le code d'identification de dossier personnel ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de

CLO PPE 802

Formation et perfectionnement

Description : Ce fichier comprend des demandes de formation ; le code d'identification de dossier personnel ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de

Enregistrement (SCT) : 002848 **Numéro de fichier :**

Evaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Comité de surveillance des activités de renseignement de sécurité

Chapitre 58

Fichiers particuliers

Contrats de services personnels

Description : Ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat.

Catégorie de personnes : Personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de

But : Le but de ce fichier est de conserver les soumissions acceptées pour des contrats. **Usages compatibles :** Les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats.

Normes de conservation et de destruction : Les fichiers sont conservés depuis la création du Comité en 1984. **No. ADD :** À déterminer

Enregistrement (SCT) : 003017 **Numéro de fichier :** CSA PPE 803

Fichier particulier

Renvois relatifs aux griefs des membres des Forces

canadiennes

Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et des décisions relatives aux griefs qui ont été soumis par les membres des Forces canadiennes et acheminés au Comité des griefs des Forces canadiennes par le chef d'état-major de la Défense. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande.

Catégories de personnes : Les membres des Forces canadiennes dont le grief a été acheminé au Comité des griefs des Forces canadiennes par le chef d'état-major des Forces. **But :** Les renseignements sont utilisés par le Comité des griefs des Forces canadiennes dans le traitement des griefs soumis au Comité en vertu de la Loi sur la défense nationale. **Usages compatibles :** Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation de rapports selon la Loi sur la défense nationale. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis.

Enregistrement (SCT) : 004448 **Numéro de fichier :** CGFC PPE 801

Comité des griefs des Forces canadiennes

Chapitre 59

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Centre international des droits de la personne et du développement démocratique

Chapitre 56

Note : Pour de plus amples renseignements sur les employés de Droits et Démocratie (le Centre international des droits de la personne et du développement démocratique), veuillez communiquer avec le Coordonnateur de l'accès à l'information et de la protection des renseignements personnels (mentionné dans l'introduction).

Citoyenneté et Immigration Canada

Chapitre 57

Fichiers particulier

Étude et affectation des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes et un curriculum vitae, si disponible.

Catégorie de

Personnes : Les données portent sur les employés de

Citoyenneté et Immigration Canada. **But :** Ces

renseignements seront utilisés par les gestionnaires pour

ce qui est des affectations ou des détachements.

Usages compatibles :

On peut utiliser ces renseignements afin de faire l'inventaire des candidats

disponibles lors d'un processus de dotation et de relever

le nom des candidats qui désirent obtenir des postes

précis lorsque ces derniers deviennent vacants. On peut

également utiliser ces renseignements pour établir les

priorités et pour autoriser la formation et le

développement nécessaires pour répondre aux besoins

identifiés dans la planification des ressources humaines et

pour les prévisions des analyses statistiques et pour les

vérifications internes. Ils peuvent également être divulgués

aux compagnies de recherche du secteur privé à des fins

statistiques, de recherche, de planification et d'évaluation.

Les renseignements peuvent être utilisés également aux

fins d'un programme de remplacement, pour différents

services liés au réaménagement des effectifs comme le

counselling professionnel, la planification financière

personnelle, le placement à l'extérieur, les ateliers sur la

réorientation professionnelle, les salons de l'emploi, etc.,

ainsi qu'à des fins statistiques ou pour évaluer l'efficacité

du programme. Si un employé y consent, ils peuvent être

utilisés par les unités de négociation également pour offrir

des services liés au réaménagement des effectifs.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant cinq ans après la

dernière mesure administrative et sont ensuite détruits.

No. ADD : 98/001 **Enregistrement (SCT) :** 002006

Numéro de fichier : CIC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique et reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) la définition des fichiers ordinaires et la description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Centre des armes à feu Canada

Chapitre 54

dans l'autorisation de disposition des documents **No.**
ADD : 98/005, 99/004 **Enregistrement (SCT) :** 002845
Numéro de fichier : RDI PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Divulgation interne d'information concernant des actes fautifs au travail

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harçèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Centre national des Arts

Chapitre 55

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harçèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

personnel contractuel du BVG et de la CCC. **But :** Recueil des renseignements utiles à l'établissement d'un dossier médical de chaque employé, actuel ou ancien, du Centre ainsi que du personnel contractuel du BVG et de la CCC. **Usages compatibles :** Enregistrement des antécédents et examens médicaux des employés du Centre et du personnel contractuel du BVG et de la CCC, tenue des dossiers relatifs aux examens périodiques et annuels de tout employé qui voyage à l'étranger et mise à jour du carnet de vaccinations de tout employé qui voyage à l'étranger et du personnel contractuel du BVG et de la CCC. **Normes de conservation et de destruction :** Les dossiers sont conservés et détruits conformément à ce qui est stipulé dans l'autorisation de disposition des documents. **No. ADD :** 83/002 **Enregistrement (SCT) :** 001154 **Numéro de fichier :** RDI PPE 803

Langues officielles
Description : Ce fichier contient les données en matière de langues officielles qui ont trait aux exigences linguistiques liées aux postes et aux compétences linguistiques des titulaires, notamment les données suivantes : première langue officielle, satisfait ou ne satisfait pas aux exigences linguistiques, en formation ou non, résultats aux examens et date des examens. Les résultats obtenus aux examens de connaissances linguistiques et l'attestation d'exemption sont versés dans le dossier contenant les données personnelles sur l'employé. Les fichiers particuliers de la Commission de la Fonction publiques et du Secrétariat du Conseil du Trésor contiennent des données similaires. **Catégorie de personnes :** Employés du CRDI. **But :** Ce fichier a pour but de fournir l'information de base nécessaire à l'administration des politiques en matière de langues officielles. **Usages compatibles :** L'administration du programme relatif aux langues officielles au CRDI. **Normes de conservation et de destruction :** Les dossiers sont conservés conformément à ce qui est stipulé dans l'autorisation de disposition des documents (ADD) **No. ADD :** 98/005 **Enregistrement (SCT) :** 002846 **Numéro de fichier :** RDI PPE 806

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le Centre de recherches pour le développement international. Le registre de paiement des droits de stationnement est inclus dans le dossier contenant les données personnelles sur l'employé. **Catégorie de personnes :** Employés du CRDI. **But :** Ce fichier a pour but de tenir à jour l'information concernant l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Emettre les permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002844 **Numéro de fichier :** RDI PPE 804

Dossiers du personnel

Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduités, classification, rémunération, pensions de retraite, assurances, avantages sociaux, transferts et affectations, attestations d'exemption d'examens des connaissances linguistiques, contrats de travail, appréciation s du rendement, appels, griefs, conflits d'intérêts, mesures disciplinaires, certificats et diplômes, cartes d'identité et laissez-passer donnant accès à l'édifice, formation et demande d'emploi. Le numéro d'assurance sociale (NAS) de l'employé s'y trouve également afin de préparer un feuillet T4 (Etat de la rémunération payée). **Catégorie de personnes :** Employés du CRDI. **But :** Ces données sont consignées de façon à avoir un registre cumulé de l'emploi de l'individu au CRDI afin de faciliter la gestion du personnel. **Usages compatibles :** Conserver un dossier personnel à jour sur le cheminement de chaque employé du CRDI et tenir à jour les données relatives à l'emploi, à la classification, à la rémunération, aux appréciations, aux promotions, aux congés, aux pensions de retraite, aux avantages sociaux et autres. **Normes de conservation et de destruction :** Les dossiers sont conservés par le CRDI pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 80 ans. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, aux appels, aux griefs, aux conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le CRDI pendant une période de cinq ans après la cessation d'emploi, après quoi, ils sont détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 001152 **Numéro de fichier :** RDI PPE 801

Déplacements et installations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance échangée en ce qui concerne les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du Centre de recherches pour le développement international. **But :** Ce fichier a pour but de tenir à jour l'information relative aux déplacements, aux réinstallations et aux affectations à l'étranger des employés du CRDI. **Usages compatibles :** Administrer les fonctions de déplacements et réinstallations eu égard aux autorisations nécessaires, ainsi que les autorisations d'affectation, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont conservés et détruits conformément à ce qui est stipulé

Centre d'analyse des opérations et déclarations financières du Canada

Chapitre 52

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Gratifications
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Centre de recherches pour le développement international

Chapitre 53

Fichiers particuliers

Répertoire des ressources humaines

Description : Ce fichier consiste en un répertoire de candidats de l'extérieur désireux d'obtenir un emploi au

Centre de recherches pour le développement

international. Tous les cv non sollicités sont classés en

fonction du système de classification en vigueur. Le fichier

sert aux fins de recrutement et permet de déterminer les

candidats possibles à un poste.

Catégorie de personnes

personnes : Toutes les personnes qui font une demande

d'emploi au CRDI. **But :** Ce fichier sert à constituer un

répertoire de candidats souhaitant obtenir un emploi au

CRDI. **Usages compatibles :** Le système permet de

déterminer les candidats qualifiés pour combler les

nouveaux postes ou les postes vacants et de les classer

en vue d'un emploi éventuel. **Normes de conservation**

et de destruction : Les dossiers sont conservés et

détruits conformément à ce qui est stipulé dans

Dossiers médicaux

Description : Cette base de données renferme les

antécédents médicaux des employés du Centre de

recherches pour le développement international, des

membres de la famille du personnel du Centre affecté à

l'étranger ainsi que du personnel du Bureau du

Vérificateur général (BVG) et de la Corporation

commerciale canadienne (CCC) qui consulte les cliniques

pour voyageurs en conformité avec l'entente conclue. Elle

contient les données sur les examens physiques, les

résultats des tests biochimiques, radiographies et

cardiogrammes. Les dossiers sont généralement classés

par nom en ordre alphabétique. **Catégorie de personnes :** Employés, actuels et anciens, du Centre,

98/005 Enregistrement (SCT) : 001153 Numéro de

fichier : RDI PPE 802

l'autorisation de disposition des documents. No. ADD :

Fichiers centraux

Système d'identification des contacts ministériels

Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage.

Catégorie de personnes : Contacts financiers et coordonnateurs ministériels de formation. **But :** Ce

fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et coordonnateurs ministériels de formation afin de leur acheminer les informations relatives à la participation des employés de leurs ministères aux activités offertes par le Centre ainsi que pour produire les données de facturation. **Usages compatibles :** Le

fichier sert à fournir les renseignements nécessaires pour communiquer par courrier, par téléphone ou par télécopieur avec les contacts financiers et

coordonnateurs ministériels de formation. **Normes de conservation et de destruction :** Les dossiers sont

conservés aussi longtemps que les données sont valides. **Enregistrement (SCT) :** 003327 **Numéro de fichier :**

CCG PCD 703

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une

description de leur contenu.

Centre canadien d'hygiène et de sécurité au travail

Fichiers particuliers

Conflicts d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou leurs possessions. **Catégorie de personnes :** Employés du

Centre. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou

réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les

dossiers sont détruits deux ans après que la situation

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une

description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Numéro de fichier : HST PPE 801

ADD : 85/002 **Enregistrement (SCT) :** 000992

a résolu le cas où il y avait effectivement conflit. **No.**

reliée à un conflit d'intérêt potentiel est réglée ou que l'on

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé

- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés du Bureau.

But : Ce fichier contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à consigner

les conflits d'intérêt potentiels et à résoudre les situations

réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures

disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont

détruits deux ans après que la situation reliée à un conflit

d'intérêt potentiel est réglée ou que l'on a résolu le cas

où il y avait effectivement conflit.

No. ADD : 85/001

Enregistrement (SCT) : 001605

Numéro de fichier :

BVG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Cartes d'identification et laissez-passer
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcelement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Bureau du Directeur général des élections

Chapitre 47

Accidents d'automobile, de bateau, d'embarcation et d'avion	Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés	Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat	Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé	Dossier personnel d'un employé
Dotation	Dotation
Evaluation du rendement	Evaluation du rendement
Formation et perfectionnement	Formation et perfectionnement
Griefs	Griefs
Langues officielles	Langues officielles
Mesures disciplinaires	Mesures disciplinaires
Politique de reconnaissance	Politique de reconnaissance
Présences et congés	Présences et congés
Programme d'équité en matière d'emploi	Programme d'équité en matière d'emploi
Rémunération et avantages	Rémunération et avantages
Sécurité et santé au travail	Sécurité et santé au travail
Stationnement	Stationnement
Voyages et réinstallations	Voyages et réinstallations

Fichiers ordinaires	Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion	Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés	Aide aux employés
Cartes d'identification et laissez-passer	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé	Dossier personnel d'un employé
Dotation	Dotation
Evaluation du rendement	Evaluation du rendement

Bureau de l'enquêteur correctionnel

Chapitre 42

Note : Les renseignements sur les employés du Bureau de l'enquêteur correctionnel sont détenus par le ministère du Solliciteur général Canada.

Bureau de l'inspecteur général du Service canadien du renseignement de sécurité

Chapitre 43

Note : Les renseignements sur les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère du Solliciteur général du Canada.

Bureau de l'intégrité de la fonction publique

Chapitre 44

Les renseignements sur les employés du Bureau de l'intégrité de la fonction publique sont conservés par le Secréariat du Conseil du Trésor du Canada.

Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes

Chapitre 45

Note : Les renseignements sur les employés du Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes sont conservés par le ministère de la Défense nationale.

Bureau du Conseil privé

Chapitre 46

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret

Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et

commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secréariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes nommées par décret ou

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Les fichiers concernant les employés de la Bibliothèque nationale sont les mêmes que ceux des Archives nationales du Canada (Chapitre 37).

Bureau de la sécurité des transports du Canada
Chapitre 41

Fichiers particuliers

Profil des employés

Description : Ce fichier contient une photographie de la

personne de même que des renseignements tels que son

titre de poste, la direction et la division dont elle relève,

son lieu de travail, son groupe professionnel et son niveau

de classification ; il contient également des données

personnelles comme le niveau de scolarité, ses

accréditations professionnelles, son expérience de travail,

sa première langue officielle et les langues étrangères

qu'elle maîtrise. Cette information est tirée du curriculum

vitae de la personne en question et correspond à

l'information fournie. Un profil d'employé est établi à partir

de ces renseignements et mis à jour à tous les six mois

afin de signaler une reclassification ou une promotion. On

profite de cette mise à jour pour ajouter au fichier le nom

de nouveaux employés du BST. **Catégorie de**

personnes : Les personnes employées pour une période

indéterminée et les nouveaux employés. **But :** Cette

information est regroupée afin de mettre à la disposition

de la haute direction et des agents de personnel une

banque de renseignements personnels sur les employés.

Usages compatibles : Le Bureau recueille des données

aux fins de planification de la relève, révision de la

compétence, connaissances linguistiques, répertoire des

employés, rapports de gestion des ressources humaines

et, étant donné que nous avons plusieurs bureaux

régionaux, nous voulons tout bonnement pouvoir

associer la physionomie d'une employée à son nom.

De plus, le profil de l'employé(e) sert de temps à autre à

identifier des candidats pour des affectations temporaires

au sein du Bureau. **Normes de conservation et de**

destruction : Les renseignements au sujet des employés

actuels sont conservés par le BST pendant tout le temps

où l'employé est à son emploi et ils sont par la suite

détruits lorsque les banques de données sont mises à

jour à chaque semestre. **No. ADD :** 98/005

Enregistrement (SCT) : 002982 **Numéro de fichier :**

BST PPE 805

Trophée Gerry-Saull

Description : Ce fichier contient de l'information sur les employés du BST dont le nom a été retenu en vue de

l'attribution du trophée d'excellence ou de contribution
exceptionnelle pour la promotion de la sécurité aérienne.
Catégorie de personnes : Les employés du BST. **But :**
Connaître le nom des employés mis en nomination pour
le trophée. **Usages compatibles :** L'information
contenue dans ce fichier permet de créer des
précédents. **Normes de conservation et de**
destruction : Les dossiers sont conservés pendant six
années, après quoi ils sont confiés aux Archives
nationales. **No. ADD :** 98/005 **Enregistrement**
(SCT) : 002983 **Numéro de fichier :** BST PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

présentent. Le fichier sert aussi à la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à permettre, conformément à la Loi sur la saisie-arrest et la distraction de pension, de procéder à la saisie-arrest et à la distraction des fonds. **Normes de conservation et de destruction** : Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation, à des fins administratives, des renseignements en question. **No. ADD : 98/005 Enregistrement (SCT) : 002212 Numéro de fichier** : BDC PPE 820

Stationnement

Description : Ce fichier renferme les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur sur des propriétés publiques. Le fichier concernant la rémunération et les avantages renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour fonction d'emmagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement. **Usages compatibles** : Ce fichier sert à tenir un dossier des permis de stationnement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits. **No. ADD : 98/001 Enregistrement (SCT) : 002236 Numéro de fichier** : BDC PPE 842

Tiers Saisis

Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'exécution des ordonnances et des ententes familiales et le règlement afférent. **Usages compatibles** : Veiller à l'exécution des ordonnances de saisie de salaire. **Normes de conservation et de destruction** : Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. **No. ADD : 98/005 Enregistrement (SCT) : 000076 Numéro de fichier** : BDC PPE 822

Vérifications de fiabilité et autorisations de sécurité
Description : Ce fichier renferme des numéros d'identification des employés, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, et des rapports de vérification de solvabilité; des formules de demande d'émission de carte d'accès. En outre, on y

trouve des exemplaires remplis des questionnaires — Cote de sécurité du personnel et Évaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectués par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules de demande d'enquête de sécurité sur le personnel et autorisation du gouvernement canadien, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque. **But** : Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité. **Usages compatibles** : Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements. **Normes de conservation et de destruction** : Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce. **No. ADD : 98/001 Enregistrement (SCT) : 002216 Numéro de fichier** : BDC PPE 816

Voyages

Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés. **Usages compatibles** : Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits. **No. ADD : 99/004 Enregistrement (SCT) : 000075 Numéro de fichier** : BDC PPE 841

demandes d'emploi (BDC PPU 035). **Usages compatibles** : Ces données sont utilisées pour le maintien du programme d'équité en matière d'emploi de la Banque dans le but de favoriser la création d'un effectif plus représentatif. Elles peuvent servir à établir des données statistiques ou administratives à l'appui des mesures à prendre pour assurer une représentation équitable des groupes désignés à la Banque. **Normes de conservation et de destruction** : Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Lorsque des questionnaires plus récents sont reçus, les anciens questionnaires sont détruits immédiatement. **No. ADD** : 98/005 **Enregistrement (SCT)** : 001942 **Numéro de fichier** : BDC PPE 817

Réinstallations : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. **Usages compatibles** : Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. **No. ADD** : 99/004 **Enregistrement (SCT)** : 000074 **Numéro de fichier** : BDC PPE 840

Rémunération et avantages : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier contient de la documentation sur l'administration du numéro de rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, Loi sur l'assurance-emploi. **Usages compatibles** : Ce fichier sert principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et pour s'assurer que l'administration de la paye et des avantages est uniforme. Il faut absolument inscrire le NAS dans ce fichier; toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des circonstances spéciales se

rétrogradations et à la fin d'emploi. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002219 **Numéro de fichier** : BDC PPE 836

Présences et congés : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences). **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. **Usages compatibles** : Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois ans, puis détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002211 **Numéro de fichier** : BDC PPE 821

Programme d'équité en matière d'emploi : Ce fichier contient les renseignements personnels sur les employés qui sont requis pour le maintien du programme d'équité en matière d'emploi de la Banque. Ces renseignements sont fournis sur une base volontaire : les répondants sont invités à indiquer à quel sexe ils appartiennent, s'ils sont membres d'un groupe autochtone, s'ils sont handicapés ou s'ils sont membres d'une minorité visible. **Catégorie de personnes** : Employés réguliers à plein temps; employés réguliers à temps partiel; contractuels et employés temporaires de la Banque du Canada. **But** : Ces renseignements ne sont utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est à dire pour la mise en œuvre du programme d'équité en matière d'emploi et pour l'application de la politique en la matière. Ils permettent de dresser un tableau complet de la répartition des effectifs de la Banque entre les divers groupes désignés, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Ils peuvent aussi être reliés aux renseignements personnels contenus dans d'autres fichiers au moyen d'un numéro d'emploi et ce, en vue de produire des données statistiques qui servent à la préparation du rapport annuel adressé au ministre de Développement des ressources humaines Canada. Ces données permettent aussi de comparer la situation des membres de groupes désignés, à la Banque, avec celle des autres employés et d'établir des comparaisons à ce chapitre avec l'ensemble du marché du travail. Il est également possible d'obtenir des données d'auto-identification dans le fichier Dossier des

conservation et de destruction : Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002213 **Numéro de fichier** : BDC PPE 825

Formation et perfectionnement — Programmes de perfectionnement par affectation

Description : Ce fichier contient les profils des employés, les renseignements fournis durant les entretiens, les précisions sur l'affectation, les formules de demande d'affectation, les ententes concernant l'affectation et la correspondance reliée à divers programmes de perfectionnement par affectation.

Catégorie de personnes : Les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque ainsi que ceux qui ont exprimé leur intention de participer à l'un ou à l'autre programme de perfectionnement. **But** : Ce fichier sert à tenir à jour une banque de données sur les employés intéressés ou sélectionnés pour des affectations à la Banque et à appuyer l'administration des programmes. **Usages compatibles** : Les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière. **Normes de conservation et de destruction** : Les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans. **No. ADD** : 98/005 **Enregistrement (SCT)** : 003424 **Numéro de fichier** : BDC PPE 827

Griefs

Description : Ce fichier contient les griefs présentés par les employés, les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de postes nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002218 **Numéro de fichier** : BDC PPE 835

Harcèlement

Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entretiens réalisés avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entretiens avec les témoins des incidents; les sommations aux enquêtes

faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents données. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail. **Usages compatibles** : Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002237 **Numéro de fichier** : BDC PPE 837

Langues officielles

Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. **Usages compatibles** : Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. **No. ADD** : 98/005 **Enregistrement (SCT)** : 002214 **Numéro de fichier** : BDC PPE 826

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. **Usages compatibles** : Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux

numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présents de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employeur. **Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des

renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002210 **Numéro de fichier :** BDC PPE 810

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordonnateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des comités de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les résultats de tests; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre les niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. **Usages compatibles :** Ces données servent à sélectionner des candidats et à pourvoir des postes. **Normes de conservation et de destruction :** Les dossiers de dotation sont conservés pendant une période de deux ans après l'année durant laquelle ils ont été créés, ou deux ans après leur dernière utilisation à des fins administratives, puis détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :** 002013 **Numéro de fichier :** BDC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend notamment les renseignements personnels et documents suivants : sexe de l'employé; langue choisie pour la formation; formules de demande et évaluations; numéro d'identification de l'employé; résultats des examens et certificats; relevés de paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. **Usages compatibles :** Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations. **Normes de**

concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. **Normes de conservation et de destruction** : Les dossiers se rapportant aux premiers soins sont conservés pendant deux ans, puis détruits. Les dossiers relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail sont conservés pendant 10 ans suivant la date de surveillance, puis détruits. **No. ADD : 98/005 Enregistrement (SCT) : 002217 Numéro de fichier** : BDC PPE 831

Base de données de gestion des installations
Description : Ce fichier renferme les renseignements utilisés pour soutenir la gestion de la répartition des locaux et des ressources connexes, soit les noms, les numéros d'identification, le statut professionnel et les niveaux de poste des employés ainsi que les numéros de leur carte d'accès. **Catégorie de personnes** : Les employés de la Banque du Canada et les entrepreneurs. **But** : Aider la Banque à gérer la répartition des locaux. **Usages compatibles** : Ce fichier sert à l'affectation des locaux et à l'attribution de matériel connexe tel l'aménagement, les téléphones, etc. **Normes de conservation et de destruction** : Ces dossiers sont conservés pendant une période maximale de 6 mois après le départ de l'employé, puis détruits. **No. ADD : 86/001 Enregistrement (SCT) : 004236 Numéro de fichier** : BDC PPE 819

Cartes d'accès
Description : Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque. **Catégorie de personnes** : Les employés de la Banque du Canada, les entrepreneurs et les locataires. **But** : Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. **Usages compatibles** : L'émission sert à l'émission et au contrôle des cartes d'accès. **Normes de conservation et de destruction** : Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits. **No. ADD : 98/001 Enregistrement (SCT) : 003289 Numéro de fichier** : BDC PPE 818

Dossier de santé des employés
Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers et des exemplaires des rapports destinés à la Commission de la sécurité et de l'assurance des travailleurs concernant l'indemnisation des accidents de travail. Avant 2002, de fichier pouvait également

renfermer des dossiers relatifs aux régimes de remplacement du revenu et d'invalidité de longue durée, p.ex., formulaires de demande de règlement dûment remplis, documents relatifs aux échanges entre les employés et le Service de santé, dossiers concernant le programme de retour progressif au travail, etc. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but de consigner les résultats des évaluations médicales des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux. **Usages compatibles** : Les renseignements servent à appuyer les décisions concernant l'admissibilité aux avantages et les droits au titre des frais médicaux, de l'emploi et de la pension. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 20 années qui suivent la dernière utilisation à des fins administratives; certains dossiers relatifs à des substances désignées ou à des examens spécifiques, p. ex. des audiogrammes, sont conservés 20 ans de plus. **No. ADD : 98/005 Enregistrement (SCT) : 002215 Numéro de fichier** : BDC PPE 830

Demandes de règlement - Régimes de remplacement du revenu et d'invalidité de longue durée
Description : Ce fichier renferme les dossiers des cas particuliers relatifs aux régimes de remplacement du revenu et d'invalidité de longue durée, dont les vis de congé non rémunérés, les formulaires d'adhésion aux régimes, dûment remplis, les certificats médicaux, les renseignements sur les paiements, la correspondance entre les employés et la Great-West, compagnie d'assurance vie concernant leur demande de prestations, les dossiers concernant le programme de retour progressif au travail, etc. **But** : Ce fichier a pour but de consigner les renseignements concernant l'administration des régimes de remplacement du revenu et d'invalidité de longue durée de la Banque du Canada. **Usages compatibles** : Administrer les demandes particulières et veiller à ce que les employés admissibles aux régimes de remplacement du revenu et d'invalidité de longue durée reçoivent les prestations auxquelles ils ont droit. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent la fin de la période d'indemnisation ou la date de la dernière utilisation à des fins administratives, puis détruits. **No. ADD : 98/005 Enregistrement (SCT) : 005279 Numéro de fichier** : BDC PPE 832

Dossier personnel d'un employé
Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs (détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démissions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les

de la BDC. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein de la BDC. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément aux lois applicables. **Normes de conservation et de destruction :** Les dossiers sont conservés par la BDC pour toute la durée de l'emploi, plus un an. Les dossiers sont ensuite fusionnés avec le dossier personnel de l'employé correspondant et transférés aux Archives nationales du Canada et suivent les normes de conservation et de destruction du fichier ordinaire dossier personnel d'un employé. Cette règle, toutefois, ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **No. ADD : 98/005 Enregistrement (SCT) :** 003751 **Numéro de fichier :** BDDC PPE 810

Banque du Canada

Chapitre 39

Fichiers particuliers

Accidents de travail
Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. **Catégorie de personnes :** Employés

la rédaction de rapports à Développement des ressources humaines, Canada sur l'analyse des effets. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles). **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Ces documents seront conservés au moins durant les cinq années qui suivent celle à l'égard de laquelle un rapport est fait. **No. ADD : 98/005 Enregistrement (SCT) :** 003752 **Numéro de fichier :** BDDC PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Harèlement
Journaux du contrôle des réseaux électroniques
Langues officielles
Présences et congés
Sécurité et santé au travail
Voyages et réinstallations

de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. **Usages compatibles :** Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées

Banque de développement du Canada

Chapitre 38

Fichiers particuliers

Mesures disciplinaires

Description : Ce fichier renferme les avis de mesures disciplinaires et la correspondance relative aux

inconduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les inconduites

présumées ainsi que les rapports d'analyse issus de ces

enquêtes. Il est important de signaler que les avis de

mesures disciplinaires peuvent être joints au dossier

personnel de l'employé. **Catégorie de personnes :**

Employés de la BDC. **But :** Ce fichier sert à consigner

les renseignements servant à établir les mesures

disciplinaires. **Usages compatibles :** Déterminer la

nécessité d'un recours à des mesures disciplinaires ainsi

que la nature desdites mesures et étayer les décisions

relatives à la rémunération et aux avantages sociaux, aux

présences et aux congés, aux mutations, aux

rétrogradations et aux cessations d'emploi. **Normes de**

conservation et de destruction : Certaines parties sont

conservées pendant six ans avant d'être détruites.

D'autres parties peuvent être transférées au «Dossier

personnel d'un employé», auquel cas les périodes de

conservation applicables à ce fichier sont respectées.

No. ADD : 81/007 et 98/005 **Enregistrement (SCT) :**

003923 **Numéro de fichier :** BDBC PPE 820

Programme d'aide aux employés

Description : Ce fichier contient des renseignements

concernant un service-conseil volontaire et confidentiel

offert aux employés de la BDC et à leurs personnes à

charge. Les employés et leurs personnes à charge ayant

besoin de conseils doivent communiquer directement

avec le consultant. Les services du consultant ont été

retenus par la BDC afin qu'il offre le Programme d'aide

aux employés au groupe mentionné précédemment. Les

documents concernant la consultation sont conservés

par le consultant et ne sont pas remis à la BDC afin de

maintenir le caractère confidentiel du programme.

Catégorie de personnes : Les employés de la BDC et

leurs personnes à charge. **But :** L'information est utilisée

par le consultant pour assurer la suite des services

rendus aux employés de la BDC et leurs personnes à

Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Fichiers particuliers

Mesures disciplinaires

Description : Ce fichier renferme les avis de mesures

disciplinaires et la correspondance relative aux

inconduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les inconduites

présumées ainsi que les rapports d'analyse issus de ces

enquêtes. Il est important de signaler que les avis de

mesures disciplinaires peuvent être joints au dossier

personnel de l'employé. **Catégorie de personnes :**

Employés de la BDC. **But :** Ce fichier sert à consigner

les renseignements servant à établir les mesures

disciplinaires. **Usages compatibles :** Déterminer la

nécessité d'un recours à des mesures disciplinaires ainsi

que la nature desdites mesures et étayer les décisions

relatives à la rémunération et aux avantages sociaux, aux

présences et aux congés, aux mutations, aux

rétrogradations et aux cessations d'emploi. **Normes de**

conservation et de destruction : Certaines parties sont

conservées pendant six ans avant d'être détruites.

D'autres parties peuvent être transférées au «Dossier

personnel d'un employé», auquel cas les périodes de

conservation applicables à ce fichier sont respectées.

No. ADD : 81/007 et 98/005 **Enregistrement (SCT) :**

003748 **Numéro de fichier :** BDBC PPE 805

Programme de récompenses

Description : Ce fichier contient des renseignements sur

les employés qui ont mérité ou pourraient mériter une

récompense dans le cadre des anciens programmes de

suggestions de la Banque. Les données comprennent

notamment le nom et le titre de l'employé ainsi que le

numéro de la suggestion, ce sur quoi elle porte, si elle a

été mise en œuvre ou si elle a valu une récompense à

son auteur. **Catégorie de personnes :** Employés de la

BDC qui ont présenté une suggestion en vertu du

programme. **But :** Ce fichier a visé à identifier les

employés qui ont formulé des suggestions et à consigner

l'évaluation qui en a été faite. **Usages compatibles :** Le

système informatique a servi à contrôler le processus

entourant les suggestions ainsi que la remise des

récompenses, le cas échéant. **Normes de**

conservation et de destruction : Les dossiers restent

actifs pendant une période de deux ans. Si, au bout de

deux ans, on n'a pas donné suite à la suggestion, le

dossier devient inactif. Les registres sont alors conservés

pendant une période additionnelle de trois ans avant

d'être détruits. **No. ADD :** 98/005 **Enregistrement**

(SCT) : 003922 **Numéro de fichier :** BDBC PPE 815

Rémunération et avantages

Description : Ce fichier contient les certifications

nécessaires pour la rémunération, les indemnités et les

deductions et présente des renseignements au sujet du

traitement et des avantages pour chaque employé y

compris le numéro d'assurance sociale, ainsi que la

correspondance connexe à l'administration de la paye et

des dispositions concernant les fonds relatifs à la saisie-

arrêt et la distraction. Le dossier touchant les gains et la

pension de retraite est joint au dossier personnel de

chaque employé. **Catégorie de personnes :** Employés

dossier # : AN CDP 170 **Enregistrement (SCT) :** 000565 **Numéro de fichier :** AN PPE 713

Marine royale canadienne (MRC) - dossiers sur la

solde - Seconde Guerre mondiale

Description : Ce fichier contient des informations d'ordre

financier sur la solde du militaire. On y trouve, outre le

nom et le numéro matricule, l'admissibilité à la solde, le

nom des navires sur lesquels il a servi et durée du

service. Les personnes qui désirent consulter ces

dossiers doivent indiquer leurs prénoms et nom de famille

au complet, leur numéro matricule et le nom des navires

sur lesquels elles ont servi. **Catégorie de personnes :**

Le personnel de la Marine royale canadienne qui a servi

durant la Seconde Guerre mondiale. **But :** Ce fichier sert

à vérifier les dossiers sur la paie et à régler les

réclamations à cet égard. **Usages compatibles :** Ce

fichier est utilisé par les employés du gouvernement

fédéral pour des fins administratives. **Normes de**

conservation et de destruction : Ces dossiers sont

gardés pour 54 ans à partir de la date de leur compilation

et après cette période, ils seront conservés aux Archives

nationales à des fins archivistiques. **No. ADD :** 85/012

Renvoi au dossier # : AN CDP 170 **Enregistrement**

(SCT) : 000564 **Numéro de fichier :** AN PPE 712

Recrues inscrites au programme d'entraînement de

30 jours - Seconde Guerre mondiale

Description : Ce fichier contient des renseignements

personnels et militaires tels que le nom, le numéro

matricule, l'unité, la durée et l'emplacement du service, la

catégorie médicale, etc. Les personnes qui désirent

consulter ces dossiers doivent indiquer leurs prénoms et

nom de famille au complet, leur numéro matricule et leur

date de naissance. **Catégorie de personnes :** Les

recrues qui ont reçu un entraînement spécial de 30 jours

sous la Loi de mobilisation des ressources nationales de

1940. **But :** Ce fichier sert à vérifier l'admissibilité aux

pensions et autres avantages sociaux et à fournir à

l'individu une attestation de service. **Usages**

compatibles : Ce fichier est utilisé par les employés du

gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces

dossiers sont gardés jusqu'à ce que le sujet ait atteint

l'âge de 90 ans. Après cette période, une partie de ces

dossiers sera conservée aux Archives nationales à des

fins archivistiques et le reste sera détruit. **No. ADD :**

85/012 **Renvoi au dossier # :** AN CDP 170

Enregistrement (SCT) : 000563 **Numéro de fichier :**

AN PPE 711

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD :** 85/012, 99/014 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000572 **Numéro de fichier :** AN PPE 720

Feuilles de solde de la Réserve de l'Armée canadienne

Description : Ce fichier contient des informations d'ordre

financier sur la solde du militaire. On y trouve le nom, le

numéro matricule, l'admissibilité à la solde, l'unité avec

lequel il a servi et la durée du service. Les personnes qui

désirent consulter ces dossiers doivent indiquer leur

prénoms et nom de famille au complet, leur numéro

matricule, le nom de l'unité et la durée du service.

Catégorie de personnes : Le personnel de la Réserve

de l'Armée canadienne dont le service a débuté à partir

de 1948. **But :** Ce fichier sert à vérifier l'état de solde en

vue de régler les réclamations et à fournir à l'individu une

attestation de service. **Usages compatibles :** Ce fichier

est utilisé par les employés du gouvernement fédéral pour

des fins administratives. **Normes de conservation et**

de destruction : Ces dossiers sont gardés pour 54 ans

à partir de la date de leur compilation et après cette

période, ils seront conservés aux Archives nationales à

des fins archivistiques. **No. ADD :** 85/012 **Renvoi au**

dossier # : AN CDP 170 **Enregistrement (SCT) :**

000567 **Numéro de fichier :** AN PPE 715

Forces armées de Terre-Neuve - Seconde Guerre mondiale

Note : On peut obtenir les dossiers du personnel ainsi

que tout autre renseignement au sujet des forces armées

de Terre-Neuve en communiquant avec le ministère des

Anciens combattants à Saint-Jean, Terre-Neuve.

Description : Ce fichier contient des renseignements

personnels et militaires qui pourraient inclure, outre le

nom au complet et le numéro matricule, la durée du

service, les unités avec lesquels ils ont servi, etc. Les

personnes qui désirent consulter ces dossiers doivent

indiquer leurs prénoms et nom de famille au complet et

leur numéro matricule. **Catégorie de personnes :** Le

personnel qui a servi avec les Forces armées de Terre-

Neuve entre 1939 et 1946. **But :** Ce fichier sert à vérifier

la durée du service de ceux qui ont servi avec les Forces

armées de Terre-Neuve et à résoudre les réclamations de

pension. **Usages compatibles :** Ce fichier est utilisé par

les employés du gouvernement fédéral pour des fins

administratives. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 90 ans et après cette période,

ils seront conservés aux Archives nationales à des fins

archivistiques. **No. ADD :** 85/012 **Renvoi au**

personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD :** 85/012, 99/014 **Renvoi au dossier # :** AN CDP 170

Enregistrement (SCT) : 000569 **Numéro de fichier :** AN PPE 717

Dossiers personnels sur microfiches - Forces régulières et Forces de réserve (Classe C)

Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Certains membres des Forces régulières et des Forces de réserves de classe C. **But :** Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170

Enregistrement (SCT) : 000570 **Numéro de fichier :** AN PPE 718

Evaluations du rendement - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières

Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers de

Enregistrement (SCT) : 000561 Numéro de fichier :

AN PPE 708

Aviation royale du Canada (ARC) - ordres quotidiens

de service courant

Description : Ce fichier contient des renseignements

personnels limités qui peuvent inclure, outre le nom au

complet et le numéro matricule, les comptes rendus des

transactions sur le personnel, le nom de l'unité, la durée

du service, etc. Les personnes qui désirent consulter ces

dossiers doivent indiquer leurs prénoms et nom de famille

au complet, leur numéro matricule, le nom de l'unité et la

durée du service. **Catégorie de personnes :** Le

personnel de l'Aviation royale du Canada (ARC) de 1924

à 1969. **But :** Ce fichier sert à authentifier les données

du service pour régler les réclamations de solde et autres

avantages sociaux, et pour vérifier les demandes portant

sur les héritages et les testaments. **Usages**

compatibles : Ce fichier est utilisé par les employés du

gouvernement fédéral pour des fins administratives .

Normes de conservation et de destruction : Ces

dossiers sont gardés pour 90 ans à partir de la date de la

dernière correspondance. Après cette période, une partie

de ces dossiers sera conservée aux Archives nationales à

des fins archivistiques et le reste sera détruit. **No. ADD :**

85/012 **Renvoi au dossier # :** AN CDP 170

Enregistrement (SCT) : 000560 Numéro de fichier :

AN PPE 708

Banque de données sur le personnel militaire des

unités - Seconde Guerre mondiale, Contingent

spécial, Forces de réserve et Forces régulières

Description : Ce fichier contient les certificats

d'enrôlement, des renseignements sur les promotions et

les affectations, les états de solde, l'emplacement et la

durée du service, des renseignements généraux sur

l'emploi, des certificats de cessation de service, etc. Les

personnes qui désirent consulter ces dossiers doivent

indiquer leurs prénoms et nom de famille au complet, leur

date de naissance, leur numéro matricule et la durée du

service. **Catégorie de personnes :** Le personnel

militaire de la Seconde Guerre mondiale, le personnel du

Contingent spécial ayant participé aux opérations des

Nations Unies en Corée, le personnel des Forces de

réserve, le personnel des Forces régulières et celui de la

Force de réserve classe C. **But :** Ce fichier sert à

authentifier les données sur les états de service afin

d'étayer les décisions relatives au droit à la pension et à

d'autres avantages, à supporter des décisions d'ordre

médical, traiter les réclamations relatives à la pension et

fournir au requérant une attestation du service. **Usages**

compatibles : Ce fichier est utilisé par les employés du

gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces

dossiers sont gardés jusqu'à ce que le sujet ait atteint

l'âge de 90 ans, exception faite des dossiers du

personnel des Forces de réserve qui sont gardés pour 70

ans suivant la date de naissance de l'individu en cause.

Après cette période, les dossiers du personnel de la

Seconde guerre mondiale et du Contingent spécial sont

conservés aux Archives nationales à des fins

archivistiques. Les dossiers de ceux qui ont servi dans les

dossier # : AN CDP 170 **Enregistrement (SCT) :**

000568 **Numéro de fichier :** AN PPE 716

Banque de données sur les pensions - Force

régulière

Description : Ce fichier contient des informations sur le

versement à un régime de pension de retraite et sur les

bénéfices de ce régime. Les personnes qui désirent

consulter ces dossiers doivent indiquer leur prénoms et

nom de famille au complet, leur date de naissance, leur

numéro matricule et la durée du service. **Catégorie de**

personnes : Le personnel des Forces canadiennes qui a

souscrit à un régime de pension de retraite. **But :** Ce

fichier sert à supporter les décisions relatives au droit à la

pension. **Usages compatibles :** Ce fichier est utilisé par

les employés du gouvernement fédéral pour des fins

administratives. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 90 ans. Après cette période,

une partie de ces dossiers sera conservée aux Archives

nationales à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012 Renvoi au dossier # : AN CDP 170

Enregistrement (SCT) : 000571 Numéro de fichier :

AN PPE 719

Dossiers de services auxiliaires - Seconde Guerre

mondiale

Description : Ce fichier contient des renseignements

personnels limités et des détails sur les états de service

tel que données d'emploi, durée et genre du service,

etc. Les personnes qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de famille au

complet, leur date de naissance, le nom de l'unité et,

pour les pompiers seulement, leur numéro matricule.

Catégorie de personnes : Le personnel qui a fait partie

des troupes auxiliaires pendant la Seconde Guerre

mondiale, notamment les pompiers, les membres de la

Croix-Rouge, les opérateurs spéciaux, les

correspondants de guerre et les détachements d'aide

bénévoles. **But :** Ce fichier sert à vérifier la durée du

service et à déterminer l'admissibilité à une pension de

retraite. **Usages compatibles :** Ce fichier est utilisé par

les employés du gouvernement fédéral pour des fins

administratives. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 90 ans et après cette période,

ils seront conservés aux Archives nationales à des fins

archivistiques. **No. ADD : 85/012 Renvoi au**

dossier # : AN CDP 170 **Enregistrement (SCT) :**

000562 **Numéro de fichier :** AN PPE 710

Dossiers dentaires - Seconde Guerre mondiale,

Contingent spécial, Forces de réserve et troupes

régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches dentaires,

des commentaires, des avis, des informations sur des

Archives nationales du Canada

Chapitre 37

Fichiers centraux

Anciens employés civils - dossiers d'employés

Description : Ce fichier contient des informations personnelles semblables ou pareilles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de personnes :** Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à vérifier des décisions concernant les employés, à déterminer s'ils ont encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient ré-engagés. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Une partie de ces dossiers a été conservée aux Archives nationales à des fins archivistiques et le reste détruit. **No. ADD :** 98/018 **Enregistrement (SCT) :** 000554 **Numéro de fichier :** AN PCE 702

Renvoi au dossier # : AN CDP 170 **Enregistrement (SCT) :** 000554 **Numéro de fichier :** AN PCE 702

Système automatisé d'index PERSFILE

Description : Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers des Centres fédéraux de documents. L'index automatisé contient en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, sexe, numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire). **Catégorie de personnes :** Anciens employés militaires et civils du gouvernement fédéral. **But :** Ce fichier a pour but d'identifier et de localiser les dossiers, conservés aux Centres fédéraux de documents, ayant trait aux anciens employés du gouvernement. **Usages compatibles :** Ce fichier est utilisé par les institutions du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfiches sont créés semi-annuellement et conservés pendant cinq ans pour contrôle de la qualité. **No. ADD :** 98/018 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000553 **Numéro de fichier :** AN PCE 701

Fichiers particuliers

Veillez noter lorsque vous commandez des dossiers du personnel militaire : Les Archives nationales du Canada

ne traitent que les demandes pour le dossier complet lorsque l'individu a quitté les Forces canadiennes depuis plus de cinq ans. Pour obtenir la copie complète du dossier militaire d'un individu ayant quitté les Forces canadiennes depuis MOINS de cinq ans, on demande de communiquer directement avec le ministère de la Défense nationale.

Anciens employés civils - dossiers sur les pensions de retraite ASC

Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnements et Services afin de consigner toutes les transactions s'appliquant à la pension en vertu de la Loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de personnes :** Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations dues pour les années de service antérieur et à calculer la pension payable. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Une partie de ces dossiers a été conservée aux Archives nationales à des fins archivistiques et le reste détruit. **No. ADD :** 98/018 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000556 **Numéro de fichier :** AN PPE 704

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes - ordres quotidiens partie II

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966. **But :** Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont

gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170

(PERA) ou le Programme de prime de départ anticipé (PDA), (2) Des données de paratirage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptables, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. (3)

Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accédé un autre poste, qui ont démissionné de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recyclé et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a-t-il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien.

Catégorie de personnes : Employés qui sont des priorités. **But :** De parer les employés prioritaires pour d'autres possibilités d'emploi.

Usages compatibles : Il n'y a pas d'usages compatibles.

destruction : L'information est détruit après 2 ans après la dernière utilisation administrative. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 920 **Enregistrement (SCT) :** 003320 **Numéro de fichier :** AAC PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Etant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère.

Catégorie de personnes : Employés du Ministère. **But :** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant

aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles :** Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. **Normes de conservation et de destruction :** Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans. **No. ADD :** À déterminer **Renvoi au dossier # :** AAC DSI 852 **Enregistrement (SCT) :** 003319 **Numéro de fichier :** AAC PPE 827

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. **Catégorie de personnes :** Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. **But :** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. **Usages compatibles :** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire.

destruction : Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **No. ADD :** À déterminer **Renvoi au dossier # :** AAC DGI 856 **Enregistrement (SCT) :** 002099 **Numéro de fichier :** AAC PPE 813

Voyages et réinstallations

Description : Ce fichier renferme des demandes autorisées pour les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de voyage, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. **Usages compatibles :** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de voyage. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des

Saisie-arrêt

Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agroalimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles :** Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 925 **Enregistrement (SCT) :** 002048 **Numéro de fichier :** AAC PPE 807

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'institution. **But :** Enmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'Administration de stationnement régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. ADD :** 86/001 **Renvoi au dossier # :** AAC DGI 913 **Enregistrement (SCT) :** 002283 **Numéro de fichier :** AAC PPE 816

Système d'information financière – SATURNE

Description : Le système d'information financière et de gestion du matériel officiel pour le Ministère, l'Agence canadienne d'inspection des aliments, l'Agence canadienne du pari mutuel, la Commission canadienne du lait, et la Commission canadienne des grains. L'information est classifiée comme suit : Responsabilité (centre de coûts/fonds), Autorité (fonds), But (activité), Projet (commande interne) et Article de dépense (compte GL). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, état matrimonial, pays d'origine, citoyenneté etc.) est incluse dans Saturne à l'exception

du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans Saturne. **Catégorie de personnes :** Employés qui ne font pas partie du Ministère. **But :** Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que le Ministère doit remettre à l'Agence des douanes et du revenu du Canada. **Usages compatibles :** Se référer à "L'objectif" de la banque. **Normes de conservation et de destruction :** L'information demeure dans Saturne et est reportée d'année en année. Quand l'activité prend fin, l'information est rayée du système. **No. ADD :** 99/004 **Renvoi au dossier # :** AAC DGI 852 **Enregistrement (SCT) :** 002945 **Numéro de fichier :** AAC PPE 805

Système de masse salariale

Description : Ce fichier contient des renseignements sur les employés de l'institution, dont le code d'identification de dossier personnel (CIDP), le prénom et le nom de famille, la catégorie et le niveau professionnels, le salaire annuel, la date d'entrée en service et le codage financier. **Catégorie de personnes :** Employés de l'institution. **But :** Le Système de masse salariale est un système auxiliaire de Saturne, le système de gestion des finances et du matériel de l'institution. Il est également le système officiel de tenue des dossiers du Ministère pour la gestion des salaires. Le système a deux fonctions principales : premièrement, il permet de faire des prévisions relatives aux dépenses salariales et est, donc, un outil de gestion des budgets de fonctionnement; deuxièmement, il transforme les données brutes du Système régional de paye du gouvernement en données qui peuvent être utilisées par le système financier du Ministère. Pour que le système exécute ces deux fonctions, le fichier est utilisé pour ajouter le codage financier dans les fichiers de paye reçus du Système de paye et pour fournir des données sur les employés et les postes qui sont nécessaires pour calculer les dépenses prévues. **Usages compatibles :** Le Système de masse salariale n'a que les deux fonctions décrites ci-dessus. Les fichiers de mouvements relatifs à la paye sont reçus après chaque jour de paye. Les données de ces fichiers de paye sont comparées par code d'identification de dossier personnel (CIDP) avec les données du SMS dans le seul but de déterminer le code financier à assigner au fichier de paye avant de le comptabiliser dans le SMS. **Normes de conservation et de destruction :** L'information est gardée pour 6 années fiscales ensuite détruite. **No. ADD :** A déterminer **Renvoi au dossier # :** AAC DGI 700 **Enregistrement (SCT) :** 005113 **Numéro de fichier :** AAC PPE 831

Système de placement par priorité

Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Encouragement à la retraite anticipée

But : Les buts de l'information sont de mettre sur pied une comité consultatif ministériel et d'établir une liste de distribution des personnes qui s'intéressent aux questions et enjeux qui touchent des personnes handicapées. **Usages compatibles :** L'information est destinée pour l'usage du comité, du Sous-ministre de la Direction générale des services intégrés et ses conseillers. **Normes de conservation et de destruction :** À déterminer. **No. ADD :** À déterminer **Enregistrement (SCT) :** 003928 **Numéro de fichier :** AAC PPE 828

Profil de gestion
Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil. **Catégorie de personnes :** Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction. **But :** Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphase sur les habilités spécifiques de formation et de perfectionnement. **Usages compatibles :** Même que pour 'But'. **Normes de conservation et de destruction :** Conservation minimum de 5 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 002946 **Numéro de fichier :** AAC PPE 820

Programme d'équité en matière d'emploi
Description : La banque fait partie du Système de Gestion sur les ressources humaine. Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **Catégorie de personnes :** Employés du ministère. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification. Il faut inscrire le CIDP. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent

également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. **Normes de conservation et de destruction :** Mise à jour effectuée sur une base trimestrielle. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 003648 **Numéro de fichier :** AAC PPE 818

Programme de gestion de carrière
Description : La base de données contient des renseignements personnels sur les employés, notamment leur nom, leur curriculum vitae et leur plan de carrière. Elle comprend également de l'information sur les politiques, les lignes directrices et les documents clés concernant le programme. **Catégorie de personnes :** Tous les employés de la Direction générale des programmes financiers pour l'agriculture, de la Direction générale des politiques stratégiques et des Secrétariats rural et aux coopératives, qui souhaitent se prévaloir des services offerts par le Programme de gestion de carrière. **But :** La base de données a été créée dans le but de simplifier et de documenter le travail accompli auprès des employés utilisant les services du Programme de gestion de carrière en vue de leur perfectionnement professionnel. Elle nous permet également de jumeler les employés intéressés à acquérir de l'expérience et certaines compétences bien précises, telles qu'ils les ont décrites dans leur plan de carrière, aux occasions de perfectionnement offertes par les directions générales. **Usages compatibles :** Offrir une aide permanente en perfectionnement professionnel aux employés des directions générales susmentionnées, en appui aux objectifs d'apprentissage continu du Ministère. **Normes de conservation et de destruction :** Les dossiers des politiques et des programmes sont conservés pendant cinq ans à partir du moment où le programme est modifié ou terminé. Les renseignements sur les employés sont conservés pendant deux ans après le départ définitif de ceux-ci. **No. ADD :** À déterminer **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 005112 **Numéro de fichier :** AAC PPE 830

Répertoire des compétences en recherche
Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche appartenant à la Catégorie scientifique et professionnelle. **But :** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. **Usages compatibles :** Planifier la demande future en matière de personnel scientifique et professionnel. **Normes de conservation et de destruction :** Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 921 **Enregistrement (SCT) :** 002700 **Numéro de fichier :** AAC PPE 803

perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement. **Catégorie de personnes :** Employés de l'institution. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Code d'identification de dossier personnel (CIDP) est utilisé à des fins d'identification et pour l'administration financière de formation. Il faut inscrire le CIDP ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 927 **Enregistrement (SCT) :** 000917 **Numéro de fichier :** AAC PPE 810

Groupe de la Direction – Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, date de retraite possible, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes :** Membres du groupe de la direction à Agriculture et Agroalimentaire Canada. **But :** Pour aider dans la dotation des membres du groupe de la direction. **Usages compatibles :** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 002698 **Numéro de fichier :** AAC PPE 819

Personnes handicapées : Information de soutien sur les employés pour le comité consultatif ministériel
Description : Ce fichier comprend le nom, le titre, le groupe et le niveau, la direction générale, et l'adresse (plusieurs personnes soumettront l'adresse au domicile ainsi que le bureau) de l'employé, aussi s'il désire poser sa candidature au comité ; s'il aimerait contribuer aux divers sujets et questions qui concernent le comité, participer aux sous-comités ou aux groupes de travail ; ou être informé des activités du comité ; et tous les commentaires personnels que les répondants incluront sur le formulaire. **Catégorie de personnes :** L'information vise les employés d'Agriculture et Agroalimentaire Canada

présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les renseignements sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés du Ministère. **But :** Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux Publics et Services Gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (rétention des cotisations) ; et à Santé Canada (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 000913 **Numéro de fichier :** AAC PPE 808

Formation et perfectionnement
Description : Ce fichier dans le Système de Gestion sur les Ressources Humaines, comprend les données suivantes : les demandes pour suivre les cours et évaluations, code d'identification de dossier personnel, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de

d'information qui sert à doter des postes dans une institution gouvernementale. **Usages compatibles :** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture et agroalimentaire Canada. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 002701 **Numéro de fichier :** AAC PPE 822

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CDDP) ; l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement ; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les

d'une affectation ou d'un contrat. **But :** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'un nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque le ministère de l'Agriculture et Agroalimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenues dans le fichier. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système d'information sécuritaire régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi. **Renvoi au dossier # :** AAC DGI 852 **Enregistrement (SCT) :** 002943 **Numéro de fichier :** AAC PPE 826

Comptabilité des dépenses (employés)
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. **Catégorie de personnes :** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans. **No. ADD :** 99/004 **Renvoi au dossier # :** AAC DGI 914 **Enregistrement (SCT) :** 002285 **Numéro de fichier :** AAC PPE 817

Demande de dossier pour mutation
Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture et autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent être inclus. **Catégorie de personnes :** Employés de l'Agriculture et Agroalimentaire Canada et les autres ministères. **But :** Le fichier central fournit une banque

délivrance des certificats de l'ICP serviront à des fins d'identification et d'authentification seulement. **Normes de conservation et de destruction** : Tous les renseignements contenant des renseignements de nature délicate en texte clair sont stockés en vertu de la Politique gouvernementale en matière de sécurité (PGS). La correspondance (entente d'abonnements et autres

renseignements d'identification et d'authentification) et les rapports de l'ADRC sont conservés pendant au moins six ans. Tous les renseignements sont classés Protégé B et détruits conformément aux lignes directrices de la GRC. **No. ADD** : À déterminer. **Enregistrement (SCT)** : 004487 **Numéro de fichier** : ADRC PPE 818

Agence Parcs Canada

Chapitre 33

Note : Les renseignements sur les employés de l'Agence Parcs Canada sont détenus par le ministère du Patrimoine canadien.

Agence spatiale canadienne

Chapitre 34

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Agriculture et Agroalimentaire Canada

Chapitre 35

Fichiers particuliers

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels ; les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité

(SCRS), auparavant le Service de sécurité de la

Gendarmerie royale du Canada (GRC) ; des cartes

d'empreintes digitales ; les antécédents criminels ; le

numéro d'assurance sociale ; les séances de briefing et la

correspondance connexe à la cote de sécurité attribuée

aux personnes travaillant ou demandant à travailler au

ministère de l'Agriculture et Agroalimentaire en vertu

d'une nomination, d'une affectation, ou d'un contrat. Les

avis de cote de sécurité peuvent être versés au dossier

personnel de l'employé. Tous les détails des enquêtes

réalisées par le SCRS sont conservés dans un fichier du

SCRS. **Catégorie de personnes** : Les personnes

travaillant ou demandant à travailler au ministère de

l'Agriculture et Agroalimentaire en vertu d'une nomination,

être conservés pendant cinq ans, après quoi ils doivent être détruits. **No. ADD** : À déterminer. **Enregistrement (SCT)** : 003212 **Note** : Ce fichier s'initiait l'innovation et l'excellence antérieurement. **Numéro de fichier** : ADRC PPE 810

Programme d'équité en matière d'emploi
Description : Cette banque renferme des renseignements provenant du questionnaire d'auto

identification appelé le Profil de l'effectif qui donne à l'Agence des données et du revenu du Canada (ADRC) un compte exact et précis des employés qui constituent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils sont une personne handicapée, un Autochtone, un membre d'un groupe des minorités visibles, et s'ils sont de sexe masculin ou féminin. À des fins d'identification, on inclut dans le questionnaire le code d'identification de dossier personnel de l'employé ainsi que son prénom et son nom de famille. Ces renseignements sont confidentiels et protégés par la Loi sur la protection des renseignements personnels, et ils font l'objet d'un stockage sécurisé au sein de la Section de l'équité en matière d'emploi, ainsi que dans un serveur sécurisé des Systèmes administratifs d'entreprise (SAE). Ces renseignements n'apparaissent pas dans le dossier personnel de l'employé et ne seront pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi (E/M), seuls les employés qui mettent en œuvre l'équité en matière d'emploi ainsi que ceux qui sont responsables de la mise à jour et du soutien des SAE pour l'équité en matière d'emploi ont accès à ces renseignements. **Catégorie de personnes** : Employés de l'ADRC. **But** : L'ADRC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer le degré de sous-représentation des membres des groupes désignés (c.-à-d. les femmes, les peuples autochtones, les personnes handicapées et les membres des groupes des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela permet à l'ADRC d'évaluer les progrès accomplis en ce qui touche l'équité en matière d'emploi. Les renseignements globaux apparaîtront également dans le rapport présenté par l'ADRC au Parlement sur l'équité en matière d'emploi. Pour obtenir un tableau complet de l'effectif de l'ADRC et pour déterminer les progrès qui ont été accomplis en ce qui touche l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes professionnels, les échelles salariales, les personnes embauchées, les promotions et les départs, qui sont recueillis à partir des systèmes d'information existants. **Usages compatibles** : Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ADRC dans son travail visant à réaliser l'égalité en milieu de travail de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés. Normes de conservation et

d'élimination Ces documents sont retenues pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite. **No. ADD** : À déterminer. **Renvoi au dossier #** : ADRC PSE 918 **Enregistrement (SCT)** : 005107 **Numéro de fichier** : ADRC PPE 820

Système de rapports de congé et de temps supplémentaire – Agence des douanes et revenu du Canada

Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois. **Catégorie de personnes** : Employés de l'Agence. **But** : Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de l'ADRC, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Des rapports personnels contenant des renseignements détaillés sur les congés et le temps supplémentaire sont mis à la disposition des employés à date fixe ; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. **Normes de conservation et de destruction** : L'année courante plus deux ans. **No. ADD** : À déterminer. **Enregistrement (SCT)** : 003543 **Numéro de fichier** : ADRC PPE 804

Identification interne de l'infrastructure à clé publique (ICP)

Description : Selon la Politique sur les certificats internes de l'Agence de certification (AC) de l'ADRC, l'identité des personnes employées par l'ADRC doit être vérifiée avant l'émission des certificats de l'ICP permettant les transactions en ligne sécuritaires. Les renseignements peuvent être recueillis sur support papier ou électronique et peuvent comprendre des renseignements protégés, tels que le nom, le CDP ou la date de naissance de l'employé. Les renseignements recueillis pour les besoins de l'identification et de l'authentification comprennent le nom de l'employé et l'adresse de courrier SMTP qui sont publiés dans le répertoire X.500. **Catégorie de personnes** : Les employés, les entrepreneurs, les rôles organisationnels et les applications de l'ADRC. **But** : Les certificats de l'ICP serviront à permettre à tous les employés de l'ADRC de faire du télétravail et d'avoir un système de courrier électronique protégé. **Usages compatibles** : Les renseignements recueillis avant la

postes, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'employé.

Catégorie de personnes : Employés de l'ADRC qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance. **But :** Ce fichier sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision de l'ADRC dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une autorisation en règle. **But :** Ce fichier a été créé pour la section. Norme de

Fichiers de médiation

Description : Ce fichier contient des renseignements sur des médiateurs tenus entre employé/es de l'ADRC. Tous les médiateurs, internes ou externes, remplissent un Rapport de médiation et le font suivre d'une façon privée et confidentielle au Bureau de gestion des différends. L'information est classée dans un dossier placé sous clef et dans une enveloppe scellée qui peut contenir les documents suivants : l'entente à la médiation, les notes du médiateur et l'entente de règlement.

Catégorie de personnes : Les employé/es de l'ADRC qui ont participé à une session de médiation. **But :** Le but de ce fichier est d'assurer une qualité constante et la confidentialité dans le classement des documents de médiation.

Usages compatibles : Les rapports de médiation ne seront utilisés par le personnel du BGD qu'à de fins statistiques et d'assurance de la qualité. Les dossiers de médiation ne seront vus par le personnel du BGD que dans les circonstances suivantes : besoin de contacter les parties par rapport à des activités se rapportant aux cas de médiation ou à des activités de suivi non-réelles aux cas spécifiques, et dans le monitoring des ententes de règlement.

Normes de conservation et de destruction : Les dossiers de médiation sont conservés pendant deux ans après l'achèvement de la médiation et détruits par la suite. **No. ADD :** À déterminer

au dossier # : ADRC PSE 926 **Enregistrement (SCT) :** 005106 **Numéro de fichier :** CCRA PPE 825

Méthode de résultats de l'Exercice «in-basket» pour la supervision de l'ADRC

Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom et l'initiale, et le code d'identification de dossier personnel. On retrouve aussi comme information donnée volontairement le genre, la date de naissance, le nombre d'années de service, le niveau d'études, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau.

Catégorie de personnes : Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision de l'ADRC dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une autorisation en règle. **But :** Ce fichier a été créé pour la section. Norme de

renouvellement du personnel et services d'évaluation de la Direction des ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un processus de sélection à un autre, l'analyse des résultats d'examen et pour recueillir des données à des fins de recherches. **Normes de conservation et de destruction :** L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide indéfiniment. Les résultats d'examen peuvent être divulgués à des fins d'appels. **No. ADD :** À déterminer **Enregistrement (SCT) :** 003211 **Numéro de fichier :** ADRC PPE 807

Profil des employés

Description : Ce fichier contient les renseignements personnels concernant chaque employé de l'ADRC, y compris, le nom, l'adresse, code d'identification, l'expérience et les capacités, les évaluations du rendement, les résultats des évaluations des compétences, les dossiers de formation et apprentissage, et les informations sur le développement de carrière. Catégorie des personnes : Les employés de l'ADRC. **But :** Pour maintenir à jour les informations sur chaque employé pour les fins de : alligner les compétences des employés avec les profils de compétences les postes afin de dotation, planification des ressources humaines, pour supporter la planification de carrière et pour l'évaluation et gestion du rendement des employés. **Usages compatibles :** Les tiers parties internes et externes ; les employés de la vérification et l'évaluation interne ; les représentants des ressources humaines pour l'analyse et planification des renouvellement du personnel et gestion de carrière, Ottawa. **Normes de conservation et de destruction :** Au moment de la retraite ou du départ de l'employé et pour un minimum de deux ans après cette date et envoyé aux archives par la suite. **No. ADD :** **Renvoi au dossier # :** ADRC PSE 921 **Enregistrement (SCT) :** 005105 **Numéro de fichier :** ADRC PPE 830

Programme de reconnaissance

Description : La banque renferme des renseignements sur le Programme de reconnaissance de l'ADRC. Les renseignements suivants peuvent figurer dans la banque : nom de l'employé ; brève description de ses réalisations ; groupe, niveau et lieu de travail de l'employé ; et le type de prix reçu par l'employé. **Catégorie de personnes :** Employés de l'Agence qui ont été mis en nomination pour un prix local, régional ou d'une direction générale ; un prix pour long service, un prix décerné dans le cadre du Programme de suggestions, le Prix d'excellence de l'ADRC, ou un prix externe. **But :** Aider à l'administration du Programme de reconnaissance. **Usages compatibles :** Certains dossiers de la banque sont gardés de façon nationale. **Normes de conservation et de destruction :** Une fois clos, les dossiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits ; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information ; les dossiers financiers doivent

Agence des douanes et du revenu du Canada -

Opérations et questions relatives au personnel

Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption, d'abus de confiance et d'un usage non acceptable des réseaux électroniques de l'Agence, ou d'inconduite visant des employés de l'Agence des douanes et du revenu du Canada. L'accès du fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée.

Personnes : Employés de l'Agence des douanes et du revenu du Canada qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption, abus de confiance, usage non acceptable d'un réseau électronique de l'Agence ou d'inconduite.

But : Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de confiance visant des employés de l'Agence. **Normes de conservation et de destruction :** Ces dossiers sont conservés cinq ans après la fermeture du dossier. **No. ADD : Enregistrement (SCT) :** 002026 **Numéro de fichier :** ADRC PPE 803

Enquêtes internes

Description : Ce fichier contient des rapports d'enquête et la correspondance échangée entre les fonctionnaires de l'Agence des douanes et du revenu du Canada concernant la confirmation ou la réfutation d'allégations contre des employés. **Catégorie de personnes :** Employés actuels ou anciens de l'Agence du revenu et des douanes du Canada et des membres du public qui ont été interviewés au cours des enquêtes. **But :** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant toute infraction, alléguée ou soupçonnée envers un employé qui serait en violation de la législation de l'Agence des douanes et du revenu du Canada ou d'autres lois, qui pourrait être nuisible aux intérêts de l'Agence. Le fichier contient aussi des notes d'entrevues avec les membres du public au cours des enquêtes. Ces renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, la politique du Conseil du Trésor sur les Pertes de deniers et infractions et autres actes illégaux commis contre la Couronne, et la politique de l'Agence des douanes et du revenu du Canada sur les conditions d'emploi. **Usages compatibles :** Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête ou d'exécution de la loi prévus par d'autres lois applicables et au Ministère de la Justice.

Fiche d'utilisation de matériel par les employés
Description : Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les

(SCT) : 000004 **Numéro de fichier :** ADRC PPE 813

fermeture du dossier. No. ADD : Enregistrement

Normes de conservation et de destruction : Les

dossiers sont conservés pendant cinq ans après la

fermeture du dossier. **No. ADD : Enregistrement**

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dossiers sont conservés pendant cinq ans après la

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dossiers sont conservés pendant cinq ans après la

fermeture du dossier. **No. ADD : Enregistrement**

Système de la gestion des activités et coûts

ministériels

Description : Les renseignements contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationnel projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non-déclaré.

Catégorie de personnes :

Les personnes identifiées

dans ce fichier sont tous les employés de l'Agence des

douanes et du revenu du Canada, ainsi que des individus

embauchés d'un service contractuel d'emploi. **But :** Ce

fichier est de maintenir les données d'utilisation de la

production, en terme de temps et coûts, pour tous les

employés du ministère, qu'ils soient indéterminés, termes,

occasionnels ou embauchés d'un service contractuel

d'emploi. Ce fichier fournit aux gestionnaires et aux

systèmes de gestion de l'information, des

renseignements au sujet des coûts et du temps de

production des employés du ministère et des individus

embauchés sous contrat à l'aide d'une série de rapports.

Un rapport individuel contenant des renseignements sur

les activités d'un employé pour l'année courante à ce jour

peut être produit sur demande. L'accès ne sera pas

permis sans preuve adéquate d'identification et/ou

d'autorité. **Normes de conservation et de**

destruction : Les renseignements contenus dans ce

fichier doivent être maintenus pour deux ans. **No. ADD :**

Enregistrement (SCT) : 003544

Numéro de fichier : ADRC PPE 811

Exclusions des préposés à la gestion et à des

fonctions confidentielles

Description : Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du

Agence de la consommation en matière financière du Canada

Chapitre 30

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Agence de promotion économique du Canada atlantique

Chapitre 31

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et

avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la

fiabilité /autorisation de sécurité)

Agence des douanes et du revenu du Canada

Chapitre 32

Fichiers particuliers

Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)

Description : Le fichier comprend les renseignements

personnels préparés par l'étudiant, une copie de tous les

examens complétés par celui-ci de même que ses

résultats. Le dossier peut contenir à l'occasion des notes

manuscrites sur le rendement et le comportement de

l'étudiant lors de son séjour au Collège. Le titre et les

dates du cours doivent être mentionnées aux fins de

consultation du dossier. **Catégorie de personnes :** Employé(e)s de Douanes et Accise qui participent ou ont participé(s) au Programme de formation des nouveaux inspecteurs des Douanes. **But :** Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures. **Normes de conservation et de destruction :** Deux ans suivant la fin de la période de formation. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000002 **Numéro de fichier :** ADRC PPE 801

financières qui sont conservées pendant six ans. **No. ADD : 98/001 Renvoi au dossier # : ACIAI 852 Enregistrement (SCT) : 003319 Numéro de fichier : ACIA PPE 827**

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. **Catégorie de personnes :** Employés actuels ou éventuels de l'Agence qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. **But :** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels de l'Agence satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. **Usages compatibles :** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **No. ADD : 98/005 Renvoi au dossier # : ACIA 860 Enregistrement (SCT) : 002099 Numéro de fichier : ACIA PPE 813**

Voyages et réinstallations

Description : Ce fichier renferme des demandes autorisées pour les cartes de crédit de l'Agence et les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les

réinstallations des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de crédit, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. **Usages compatibles :** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de crédit. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation, sauf pour les cartes de crédit, qui sont retenues jusqu'à la date de leur expiration. **No. ADD : 99/004 Renvoi au dossier # : ACIA 852 Enregistrement (SCT) : 002282 Numéro de fichier : ACIA PPE 815**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Aide aux employés

Programme d'équité en matière d'emploi

Stationnement

Rémunération et avantages

Voyages et réinstallations

mettre à jour le système de l'administration de
stationnement régulièrement. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. ADD : 98/001 Renvoi au dossier # : ACIA 913**

Enregistrement (SCT) : 002283 Numéro de fichier : ACIA PPE 816

Système de gestion sur les ressources humaines
Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (nombre de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande. **Catégorie de personnes** : Tous les employés et les cadres supérieurs de l'Agence canadienne d'inspection. **But** : Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'œuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de la demande de main-d'œuvre, droits de la personne, équité en matière d'emploi). **Normes de conservation et de destruction** : Ces données informatisées sont mises à jour sur demande (journalier à partir d'un échange de données de ASC) ou encore en direct par certains gestionnaires. Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada. Les données ne sont pas effacées du logiciel PeopleSoft après une période de 5 ans. **No. ADD : 98/005 Renvoi au dossier # : ACIA 920, 923, 925, 927**

Système de placement par priorité
Description : La base de données consiste de : 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le groupe et niveau, le CIDP, le

genre de priorité, la région, l'endroit actuel, le titre, la première langue officielle, le nom et numéro de téléphone du conseiller en ressources humaines. 2) Données de parrainage consistent de la date du début et la date de fin, leur mobilité et leur compétence en langue seconde. 3) Information sur les présentations, y compris la date présente, le groupe et niveau du poste présent, numéro du poste, endroit, gestionnaire et résultat. **Catégorie de personnes** : Employés qui sont des priorités. **But** : De parer les emplois prioritaires pour d'autres possibilités d'emploi. **Usages compatibles** : Il n'y a pas d'usages compatibles. **Normes de conservation et de destruction** : L'information est détruite après 2 ans après la dernière utilisation administrative. **No. ADD : 98/005 Renvoi au dossier # : ACIA 920 Enregistrement (SCT) : 003320 Numéro de fichier : ACIA PPE 800**

Télécommunications
Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux de l'Agence, notamment les détails sur les appels interurbains faits à partir d'un appareil de l'Agence, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Etant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. **Catégorie de personnes** : Employés de l'Agence. **But** : La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles** : Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. **Normes de conservation et de destruction** : Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations

Groupe de la Direction — Documents du Personnel

Description : Ce fichier contient de l'information personnelle, telle que CIPD, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes :** Membres du groupe de la direction à l'Agence. **But :** Pour aider dans la dotation des membres du groupe de la direction. **Usages compatibles :** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 002698 **Numéro de fichier :** ACIA PPE 819

Profil de gestion

Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil. **Catégorie de personnes :** Tous les employés de l'Agence canadienne d'inspection dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction. **But :** Le but de l'identification de cette différence discutée ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphase sur les habilités spécifiques de formation et de perfectionnement. Ces renseignements sont maintenus seulement pour les processus de dotation du Groupe de la Direction. **Usages compatibles :** Même que pour 'But'. **Normes de conservation et de destruction :** Conservation minimum de 5 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 002946 **Numéro de fichier :** ACIA PPE 820

Programme d'équité en matière d'emploi
Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIPD) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **Catégorie de personnes :** Employés de l'Agence. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et

minorités visibles). Le code d'identification du dossier personnel (CIPD) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIPD. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. **Normes de conservation et de destruction :** Mise à jour effectuée sur une base trimestrielle. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 003648 **Numéro de fichier :** ACIA PPE 818

Saisie-arrêt

Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés de l'Agence canadienne d'inspection au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles :** Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé à l'Agence canadienne d'inspection pendant deux ans, puis détruit. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 925 **Enregistrement (SCT) :** 002048 **Numéro de fichier :** ACIA PPE 807

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'Agence. **But :** Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement de l'Agence est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employés et de

immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 000913 **Numéro de fichier :** ACIA PPE 808

Enquêtes internes

Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires de l'Agence concernant la confirmation ou la réfutation d'allégation relativement aux employés. **Catégorie de personnes :** Employés actuels ou anciens de l'Agence canadienne d'inspection. **But :** Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements de l'Agence canadienne d'inspection ou d'autres lois qui pourraient être nuisible à l'Agence. **Usages compatibles :** Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. **Normes de conservation et de destruction :** Les documents sont détruits cinq ans après que les dossiers sont fermés. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 002094 **Numéro de fichier :** ACIA PPE 811

Formation et perfectionnement

Description : Ce fichier comprend les données

suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement. **Catégorie de personnes :** Employés de l'Agence. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 927 **Enregistrement (SCT) :** 000917 **Numéro de fichier :** ACIA PPE 810

groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement ; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de l'Agence. **But :** Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Santé Canada (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit

les sous-groupes (si la chose a été mentionnée par l'employé) : sous-groupe auquel l'employé appartient (auto-identification), par exemple en ce qui a trait aux minorités visibles et aux personnes handicapées. Elle contiendra aussi une note à savoir si l'employé désire ou non que l'information soit divulguée à des fins de gestion des RH (information devant servir pour diverses initiatives, participation à un jury de sélection, etc.).

Catégorie de personnes : Tous les employés de l'Agence canadienne d'inspection des aliments. **But :** Saisir et conserver les données sur l'EC relativement aux employés de l'Agence afin de produire des rapports statistiques respectant les obligations imposées par la Loi sur l'équité en matière d'emploi qui pourront être utilisées à des fins de planification en matière de RH, de fixation des objectifs de gestion et d'élaboration de programmes. Les données recueillies vont être analysées pour différents rapports statistiques, par exemple groupe et niveau professionnels, vérifier si l'Agence est représentative de la main-d'œuvre au Canada, etc.

Usages compatibles : Utilisation seulement telle que précisée dans le but de la banque. données sur l'EC sont gardées sur le logiciel PeopleSoft en perpétuité. **No. ADD :** 98/005 **Enregistrement (SCT) :** 004421 **Numéro de fichier :** ACIA PPE 803

Comptabilité des dépenses (employés) Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. **Catégorie de personnes :** Employés du l'Agence réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans. **No. ADD :** 99/004 **Renvoi au dossier # :** ACIA 914 **Enregistrement (SCT) :** 002285 **Numéro de fichier :** ACIA PPE 817

Demande de carte d'achat Description : Renseignements recueillis aux fins de la délivrance des cartes d'achats : nom au long, date de naissance, nom de jeune fille de la mère, sexe, situation de l'employé et titre du poste. **Catégorie de personnes :** Le coordonnateur et les fournisseurs des cartes d'achat auront besoin de ces renseignements. **But :** Le coordonnateur et les fournisseurs des cartes d'achat ont tous deux besoin des renseignements demandés à des fins de sécurité et d'identification, afin d'être en mesure de délivrer les cartes d'achat du gouvernement du Canada. **Usages compatibles :** Les

enseignements seront conservés par le coordonnateur des cartes d'achat afin d'offrir un service quotidien rigoureux et sécuritaire aux titulaires de cartes. **Normes de conservation et de destruction :** Ces dossiers seront conservés pendant 6 ans. **No. ADD :** 99/004 **Enregistrement (SCT) :** 004441 **Numéro de fichier :** ACIA PPE 830

Demande de dossier pour mutation Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agence ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi les examens du rendement et l'évaluation de l'employé peuvent être inclus. **Catégorie de personnes :** Employés de l'Agence canadienne d'inspection et les autres ministères. **But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. **Usages compatibles :** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur l'Agence canadienne d'inspection. documents sont conservés pendant 2 ans. **No. ADD :** 98/005 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 002701 **Numéro de fichier :** ACIA PPE 822

Dossier personnel d'un employé Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP) ; l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les

Agence canadienne d'évaluation environnementale

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

- Formation et perfectionnement
- Griefs
- Langues officielles
- Politique de reconnaissance
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Agence canadienne d'inspection des aliments

Fichiers particuliers

Affectations ministérielles et interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire et/ou

cherchant une affectation temporaire à l'intérieur et

extérieur de l'Agence tel leur nom, leur curriculum vitae, le

protocole d'entente de l'affectation, l'autorisation écrite

des ententes. **Catégorie de personnes :** Employés de

l'Agence canadienne d'inspection des aliments

But : Pour s'assurer que les points énumérés dans le protocole

d'entente de l'affectation soient respectés. **Usages**

compatibles : Les renseignements sont utilisés à titre

d'information, pour des fins de statistiques et pour des

fin de planification en ressources humaines. **Normes**

de conservation et de destruction : PeopleSoft

maintient les renseignements sur les employés en

affectation. **No. ADD :** 98/005 **Renvoi au dossier # :**

ACIA 927 Enregistrement (SCT) : 002699 **Numéro**

de fichier : ACIA PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents

personnels ; les résumés des enquêtes faites par le

Service Canadien des renseignements de sécurité

(SCRS), auparavant le Service de sécurité de la

Gendarmerie royale du Canada (GRC) ; des cartes

d'empreintes digitales ; les antécédents criminels ; le

numéro d'assurance sociale ; les séances de briefing et la

correspondance connexe à la cote de sécurité attribuée

aux personnes travaillant ou demorandant à travailler a

l'Agence canadienne d'inspection des aliments en vertu

d'une nomination, d'une affectation, ou d'un contrat. Les

avis de cote de sécurité peuvent être versés au dossier

personnel de l'employé. Tous les détails des enquêtes

réalisées par le SCRS sont conservés dans un fichier du

SCRS. Catégorie de personnes : Les personnes

travaillant ou demorandant à travailler au ministère de

l'Agriculture et Agroalimentaire en vertu d'une nomination,

d'une affectation ou d'un contrat. **But :** Ce fichier vise à

consigner les renseignements sur la détermination du

niveau approprié de sécurité pour les personnes

travaillant ou demorandant à travailler à l'Agence

canadienne d'inspection des aliments en vertu d'un

nomination, d'une affectation ou d'un contrat et dont le

poste nécessite une cote de sécurité. Il peut également

servir à déterminer la cote de sécurité et à fournir des

renseignements nécessaires à l'administration des

mesures de sécurité du gouvernement. Lorsque l'Agence

canadienne d'inspection des aliments prend une décision

concernant la cote de sécurité, il ne peut consulter que

les renseignements contenus dans ce fichier et ne peut

pas consulter les renseignements obtenus à la suite

d'enquêtes contenus dans le fichier. **Usages**

compatibles : Étayer les décisions se rapportant à des

mutations, à des promotions, à des mesures

disciplinaires et à la cessation d'emploi. Le système

d'information sur les ressources humaines afin d'obtenir

de l'information courant sur les employés et de mettre à

jour le système d'information sécuritaire régulièrement.

Normes de conservation et de destruction : Les

dossiers sont détruits deux ans après que l'employé a

quitté l'emploi. **No. ADD :** 98/005 **Renvoi au**

dossier # : ACIA 852 **Enregistrement (SCT) :** 002943

Numéro de fichier : ACIA PPE 826

Base de données sur l'équité en matière d'emploi

Description : La base de données contiendra

l'information fournie par les employés quant à leur

appartenance à un groupe désigné (auto-identification ;

minorités visibles, personnes handicapées, femmes,

autochtones). La base de données permettra de ventiler

Fichiers particuliers

Programme du réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études ; les antécédents professionnels ; la formation et le perfectionnement ; les endroits au Canada où l'employé est prêt à déménager ; le consentement à accepter un poste de niveau inférieur ; et l'adresse personnelle. Les Codes d'identification de dossier personnel servent à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. **No. ADD :** 85/001 **Renvoi au dossier # :** AIN DRH 921 **Enregistrement (SCT) :** 002541 **Numéro de fichier :** AIN PPE 801

Dossiers de l'ombudsman du personnel
Description : Ce fichier contient des renseignements par rapport à des situations difficiles qui ont été soulevées par des employés du ministère ainsi que les approches mises en place pour résoudre lesdites situations. Il contient également des renseignements sur les activités du suivi. **Catégorie de personnes :** Employés du ministère à tous les niveaux. Il peut fournir le nom, le sexe ainsi que des renseignements sur le groupe d'équité en matière d'emploi (identification volontaire). **But :** Ce fichier représente une source centrale de renseignements à jour sur les questions soulevées et est maintenu par l'ombudsman du personnel. **Usages compatibles :** Comprends la divulgation est le couplage des données . Ce fichier représente pour l'ombudsman du personnel un outil adéquat pour enregistrer des renseignements

pertinents sur les questions soulevées ce qui lui permet d'être en meilleure posture pour conseiller les employés sur la meilleure alternative à adopter pour résoudre leurs situations. Il sert également pour la production du Rapport annuel lequel fournit des renseignements statistiques (nombre d'employés, type de problèmes soulevés, mesures prises), les tendances ainsi que des recommandations. **Normes de conservation et de destruction :** 2 ans à compter de la dernière mise à jour. **No. ADD :** À déterminer **Enregistrement (SCT) :** 004260 **Numéro de fichier :** AIN PPE 802

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Administration portuaire de Windsor

Chapitre 22

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé
Présences et congés
Rémunération et avantages
Voyages et réinstallations

Administration portuaire du fleuve Fraser

Chapitre 23

L'Administration portuaire du fleuve Fraser a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à

l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire du North-Fraser

Chapitre 24

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé
Évaluation du rendement

Griefs
Harcèlement
Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

Administration portuaire du Saguenay

Chapitre 25

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Voyages et réinstallations

Administration portuaire de Trois-Rivières

Chapitre 20

Note : L'Administration portuaire de Trois-Rivières a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998.

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

- Contrôle de sécurité du personnel (vérification de la
- fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement

- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallation

Administration portuaire de Vancouver

Chapitre 21

Fichiers particuliers

Saisies-arêts

Descriptions : Cette banque de données contient la documentation juridique qui accompagne la saisie-arêt des salaires et des honoraires dus aux personnes

trappées d'une saisie-arêt. Catégorie de personnes : Employés de l'Administration. **But :** La fonction de cette banque est de coordonner et de contrôler les procédures de saisie-arêt, d'appliquer les dispositions

d'administration de la rémunération et d'assurer que l'Administration répond aux ordonnances des tribunaux dans les délais imposés par la loi. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après la fin de la poursuite

administrative avant d'être détruits. **No. ADD :** À déterminer

Enregistrement (SCT) : 004279 **Numéro de fichier :** APV PPE 801

Système d'information sur les ressources humaines

Description : Base de données sur les employés contenant : nom, adresse du domicile et numéro de téléphone, contact en cas d'urgence, date de naissance, sexe, date d'engagement, date d'ancienneté, date de retraite, antécédents professionnels, historique de salaire, formation, études et absences. **Catégorie de personnes :** Employés de l'Administration. **But :** La fonction de ce système est de présenter des rapports aux chefs de service afin de leur faciliter les décisions en matière de personnel. **Normes de conservation et de**

Fichiers ordinaires

destruction : Les données informatisées sont mises à jour au fur et à mesure, selon les besoins. **No. ADD :** À déterminer

Enregistrement (SCT) : 004280 **Numéro de fichier :** APV PPE 802

Veillez vous référer à l'INTRODUCTION de cette publication pour une définition de banque de données standard et une description de leur contenu.

- Aide aux employés
- Contrôle de sécurité du personnel (vérification de la
- fiabilité /autorisation de sécurité)
- Dossier personnel de l'employé
- Dotation en personnel
- Formation et perfectionnement
- Griefs/réclamations
- Harcèlement
- Langues officielles
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages sociaux
- Reuves de rendement et évaluations
- Sécurité et santé au travail
- Stationnement

Administration portuaire de Saint John

Chapitre 15

Fichiers ordinaires

Vous pouvez consulter l'INTRODUCTION de cette publication au sujet de la définition des fichiers ordinaires et de la description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement
Griefs
Harcèlement
Langues officielles
Présences et congés
Rémunération et avantages
Santé et sécurité au travail
Voyages et réinstallation

Administration portuaire de Sept-Îles

Chapitre 16

Note : L'Administration portuaire de Sept-Îles a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de St. John's

Chapitre 17

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Dossier personnel d'un employé

Dotation

Évaluations du rendement
Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Administration portuaire de Thunder Bay

Chapitre 18

Note : L'Administration portuaire de Thunder Bay a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Nanaimo

Chapitre 11

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Griefs
Harcelement
Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

Administration portuaire de Québec

Chapitre 14

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages en personnel
Sécurité et santé au travail
Voyages et réinstallation

L'Administration portuaire de Québec a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Belledune

Chapitre 7

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Évaluation du rendement

Présences et congés

Sécurité et santé au travail

Administration portuaire de Halifax

Chapitre 8

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Administration portuaire de Hamilton

Chapitre 9

Note : L'Administration portuaire de Hamilton a été

établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998.

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Montréal

Chapitre 10

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans. **No. ADD :** À déterminer

APP PPE 801

Administration du pipe-line du Nord Canada

Chapitre 5

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Présences et congés
Rémunération et avantages
Voyages et réinstallations

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Rémunération et avantages

Fichiers particuliers

Régime de pension

Description : Ce fichier contient les données

personnelles relatives au régime de retraite, y compris le nom, la date de naissance, le sexe, l'état matrimonial, la date d'entrée en vigueur de l'état matrimonial, l'adresse et le numéro de téléphone à la maison, le statut de l'employé, le numéro d'identification de l'employé, le numéro d'assurance sociale, le sommaire du relevé d'emploi, le salaire de base, les gains annuels ouvrant droit à une pension, la date d'admissibilité au régime de pension, les services et les allocations ouvrant droit à une pension, la date et la raison de la cessation d'emploi, le montant des contributions déduites, la longueur de la semaine de travail, les renseignements concernant les déductions des paiements, y compris les saisies-arêts si cela s'applique, les renseignements bancaires pour la division des pensions, les adresses postales des retraités et des survivants, et les renseignements concernant les crédits et les déductions d'impôt. Le numéro d'assurance sociale est recueilli pour l'émission des formulaires d'impôt appropriés, tel qu'autorisé par la Loi de l'impôt sur le revenu. **Catégories de personnes :** Employés de l'Administration du pont Blue Water. **But :** Ce fichier est utilisé pour faire rapport des montants remis à l'assureur au cours de l'année selon les déductions à la source. Les fichiers sont utilisés pour administrer, maintenir et payer les prestations aux employés et aux retraités en vertu du régime, y compris les prestations de conjoint et de survivant, la division des prestations tel qu'exigé par la

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Dossier personnel d'un employé

Dotation

Griefs

Rémunération et avantages

Sécurité et santé au travail

Administration de pilotage du Pacifique Canada

Chapitre 4

Fichiers particuliers

Dossier du personnel

Description : Ce fichier fournit un relevé d'emploi d'une personne avec l'Administration. Ces renseignements

servent à la prise de décisions relatives aux secteurs suivants : dotation en personnel, assiduité et congés,

rémunérations et avantages, formation et perfectionnement, hygiène et sécurité du travail, langues

officielles, discipline et niveaux de sécurité. Ce fichier

contient aussi des données sur les caractéristiques

personnelles, y compris l'âge et le sexe ; le numéro

d'assurance sociale ; l'adresse du domicile ; la

citoyenneté ; le niveau de scolarité, y compris les relevés

de notes, les certificats et les diplômes ; les antécédents

de travail dans le secteur paraplublic ; les antécédents

et les références ; le lieu géographique de l'organisation ;

les nominations, les mutations, les promotions et les

retrogradations ; les périodes d'emploi, y compris les

stages probatoires, les licenciements et la permanence ;

la classification, y compris les niveaux, les titres et les

salaires ; la pension de retraite et l'assurance, y compris

les noms des bénéficiaires. Le fichier comprend

également, s'il y a lieu, des renseignements sur le service

militaire, y compris les périodes et les zones de service ;

l'exclusion des négociations collectives, y compris la

désignation et l'identification de l'agent de négociation ;

les réalisations professionnelles, y compris les

publications, les brevets et les prix ; et les licenciements,

y compris les certificats et les motifs du licenciement.

Catégorie de personnes : Ce fichier se rapporte aux employés de l'Administration. **But :** Ces données servent à assurer la coordination des démarches du personnel au sein de l'Administration dans l'intérêt à la fois de l'individu et de l'employeur. **Usages compatibles :** Ce fichier vise à documenter et à autoriser les nominations, les mutations, les promotions, les retrogradations, les licenciements et la pension de retraite. Ces renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie ; aux assureurs collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services Gouvernementaux Canada aux fins de pensions. **Normes de conservation et de destruction :** Les dossiers du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans. **No. ADD :** À déterminer

Présences et congés

Mesures disciplinaires

Langues officielles

Griefs

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Enregistrement (SCT) : 004141 **Numéro de fichier :**

APP PPE 802

Registre des employés pilotes

Description : Ce fichier se rapporte aux pilotes de navire à l'embauche de l'Administration. Ces renseignements

servent à la prise de décisions relatives aux secteurs suivants : dotation en personnel, assiduité et congés,

rémunérations et avantages, formation et perfectionnement, hygiène et sécurité du travail, langues

officielles, discipline et niveaux de sécurité. Ce fichier

contient aussi des données sur les licences, les

caractéristiques personnelles, y compris l'âge et le sexe ;

le numéro d'assurance sociale ; l'adresse du domicile ; la

citoyenneté ; le niveau de scolarité, y compris les relevés

de notes, les certificats et les diplômes ; les antécédents

de travail dans le secteur paraplublic ; les antécédents

et les références ; le lieu géographique de l'organisation ;

les nominations, les mutations, les promotions et les

retrogradations ; les périodes d'emploi, y compris les

stages probatoires, les licenciements et la permanence ;

la classification, y compris les niveaux, les titres et les

salaires ; la pension de retraite et l'assurance, y compris

les noms des bénéficiaires. Le fichier comprend

également, s'il y a lieu, des renseignements sur le service

militaire, y compris les périodes et les zones de service ;

l'exclusion des négociations collectives, y compris la

désignation et l'identification de l'agent de négociation ;

les réalisations professionnelles, y compris les

publications, les brevets et les prix ; et les licenciements,

y compris les certificats et les motifs du licenciement.

Catégorie de personnes : Ce fichier se rapporte aux pilotes de navire à l'embauche de l'Administration. **But :** Ces données servent à assurer la coordination des démarches du personnel au sein de l'Administration dans l'intérêt à la fois de l'individu et de l'employeur. Ces renseignements sont obtenus au besoin en vertu de la Loi sur le pilotage. **Usages compatibles :** Ce fichier vise à documenter et à autoriser les nominations, les mutations, les promotions, les retrogradations, les licenciements et la pension de retraite. Ces renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie ; aux assureurs collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services gouvernementaux Canada aux fins de pensions. **Normes de conservation et de destruction :** Les dossiers du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans. **No. ADD :** À déterminer

Administration de l'Atlantique Canada

Chapitre 1

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Rémunération et avantages
Sécurité et santé au travail

Administration de pilotinge des Grands Lacs Canada

Chapitre 2

Fichiers particuliers

Dossiers des employés

Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés;

discipline; grèves; cartes d'identité et laissez-passer pour l'immuable; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements et déménagements. **Normes de conservation et de destruction :** Les dossiers sont

conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son adresse. **No. ADD :** à être déterminée.

Enregistrement (SCT) : 002998 **Numéro de fichier :** PGL PPE 805

Membres du conseil d'administration de l'APGL

Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les décrets

Administration de pilotinge des Laurentides Canada

Chapitre 3

Fichiers particuliers

Registre des pilotes à l'emploi de l'Administration

Description : Ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes. **Catégorie de personnes :**

Pilotes et apprentis-pilotes de l'Administration de pilotinge des Laurentides. **But :** Tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotinge. **Normes de conservation et de destruction :** Les renseignements sont conservés dans

nos locaux deux (2) ans à compter de la date à laquelle le pilote ou apprenti-pilote cesse ses fonctions pour être ensuite achevées aux Archives nationales. **No. ADD :**

98/005 **Enregistrement (SCT) :** 003684 **Numéro de**

fichier : APL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Index des fichiers centrales

Nom de fichier	Nom d'institution	Numéro de fichier
Service de courtage (programme d'affectations)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 740
Services d'évaluation des compétences en leadership (antérieurement Centre du Canada	Commission de la fonction publique du Canada	CFP PCE 726
Services en formation linguistique	Commission de la fonction publique du Canada	CFP PCE 741
Système automatisé d'index PERSFILE	Archives nationales du Canada	AN PCE 701
Système de rapports sur les congés	Secrétariat du Conseil du Trésor du Canada	SCT PCE 718
Système de rapports sur les services supplémentaires	Secrétariat du Conseil du Trésor du Canada	SCT PCE 717
Système de suivi des griefs de classification	Secrétariat du Conseil du Trésor du Canada	SCT PCE 707
Système de surveillance du réaménagement des effectifs (SSRE)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 732
Système d'examen des normes de classification	Secrétariat du Conseil du Trésor du Canada	SCT PCE 733
Système d'identification des contacts ministériels	Centre canadien de gestion	CCG PCD 703
Système d'information des ressources de gestion (SIRG) (dernière mise à jour en date de 1993)	Commission de la fonction publique du Canada	CFP PCE 734
Système d'information des titulaires (EXCL)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 723
Système d'information sur l'exclusion	Secrétariat du Conseil du Trésor du Canada	SCT PCE 714
Système d'information sur la classification des postes	Secrétariat du Conseil du Trésor du Canada	SCT PCE 725
Système d'information sur la classification des postes du groupe de la direction	Secrétariat du Conseil du Trésor du Canada	SCT PCE 736
Système d'information sur les langues officielles (SIL0 II)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 703
Système sur les congés sans solde	Secrétariat du Conseil du Trésor du Canada	SCT PCE 720
Système Versements/Retenues	Secrétariat du Conseil du Trésor du Canada	SCT PCE 716
Systèmes de traitement de la paye de la fonction publique	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 705

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Programme d'initiales des mesures spéciales (PIMS) : répertoire des participantes et participants (a cessé en 1998)	Commission de la fonction publique du Canada	CFF PCE 758
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Programme Echanges Canada : répertoire des candidates et candidats et des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 729
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Programme internationaux : répertoire	Commission de la fonction publique du Canada	CFF PCE 733
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Projet-pilote de gestion des incapacités fonctionnelles	Développement des ressources humaines Canada	DRHC PCE 705
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Prolongation du délai pour présenter un grief	Secrétariat du Conseil du Trésor du Canada	SCT PCE 721
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Recours en matière de mutation	Commission de la fonction publique du Canada	CFF PCE 745
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Régimes de pensions spéciaux	Secrétariat du Conseil du Trésor du Canada	SCT PCE 734
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Registre des logements de la Couronne	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 701
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Répertoires des candidats et candidates et présentations	Commission de la fonction publique du Canada	PSC PCE 708
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Ressourcement des sous-ministres adjoints – Concours ouvert	Secrétariat du Conseil du Trésor du Canada	RL PCE 715
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Ressourcement des sous-ministres adjoints – Concours restreint	Secrétariat du Conseil du Trésor du Canada	RL PCE 710
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Ressourcement des sous-ministres adjoints – Mutation du bassin	Secrétariat du Conseil du Trésor du Canada	RL PCE 725
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Ressourcement des sous-ministres adjoints – Sans compétition	Secrétariat du Conseil du Trésor du Canada	RL PCE 730
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Résultats aux examens de sélection	Commission de la fonction publique du Canada	CFF PCE 711
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Résultats aux tests d'évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada	CFF PCE 718
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Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)	Commission de la fonction publique du Canada	CFF PCE 765
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Rétroaction des clients et de la collectivité fonctionnelle	Industrie Canada	IC PCE 702
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Sélection du personnel (autre que les cadres)	Commission de la fonction publique du Canada	CFF PCE 712
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Priorités prévues par la Loi sur l'emploi dans la fonction publique et le Règlement sur l'emploi dans la fonction publique	Commission de la fonction publique du Canada	CFF PCE 709
Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 741
Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats	Commission de la fonction publique du Canada	CFF PCE 770
Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 771
Processus de promotion de EX-04 à EX-05	Secrétariat du Conseil du Trésor du Canada	RL PCE 705
Programme de formation accélérée pour les économistes : répertoire des candidates et candidats et des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 766
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats	Commission de la fonction publique du Canada	CFF PCE 768
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 769
Programme de perfectionnement en recherche sur les politiques	Commission de la fonction publique du Canada	CFF PCE 777
Programme de recrutement postsecondaire (PRP) : répertoire des candidates et candidats	Commission de la fonction publique du Canada	CFF PCE 767
Programme de stagiaires en gestion : répertoire des candidates et candidats et des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 763
Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidates et candidats et des participantes et participants	Commission de la fonction publique du Canada	CFF PCE 751

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Exemption à la politique concernant les voyages – cas particuliers	Secrétariat du Conseil du Trésor du Canada	CFP PCE 726
Exemption à la politique de réinstallation – cas particuliers	Secrétariat du Conseil du Trésor du Canada	SCT PCE 727
Fichier d'information sur la mobilité des employés	Secrétariat du Conseil du Trésor du Canada	SCT PCE 724
Fonctionnaires renvoyés ou rétrogradés (la CFP n'assume plus cette fonction depuis 1993)	Commission de la fonction publique du Canada	CFP PCE 706
Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international	Ministère des Affaires étrangères et du Commerce international	AEC PCE 701
Griefs	Secrétariat du Conseil du Trésor du Canada	SCT PCE 712
Griefs du Conseil national mixte	Secrétariat du Conseil du Trésor du Canada	SCT PCE 735
Griefs renvoyés à l'arbitrage	Commission des relations de travail dans la fonction publique	RTF PCE 701
Information et inscription aux cours	Commission de la fonction publique du Canada	CFP PCE 735
Médiation des plaintes/griefs	Commission des relations de travail dans la fonction publique	RTF PCE 701
Médiation, enquête et encadrement dans la prévention et le Règlement du harcèlement en milieu de travail	Commission de la fonction publique du Canada	CFP PCE 781
Module informatisé sur la formation linguistique	Secrétariat du Conseil du Trésor du Canada	SCT PCE 704
Opposition à l'exclusion de postes de direction ou de confiance	Commission des relations de travail dans la fonction publique	RTF PCE 702
Orientation linguistique	Commission de la fonction publique du Canada	CFP PCE 739
Pension de la Fonction publique – cas	Secrétariat du Conseil du Trésor du Canada	SCT PCE 729
Personnes nommées en vertu d'un décret d'exemption	Commission de la fonction publique du Canada	CFP PCE 704
Plaintes - Code canadien du travail - partie II	Commission des relations de travail dans la fonction publique	RTF PCE 709
Plaintes des agents négociateurs	Secrétariat du Conseil du Trésor du Canada	SCT PCE 711
Plaintes relatives à des pratiques de travail déloyales	Commission des relations de travail dans la fonction publique	RTF PCE 703
Présentations au Conseil du Trésor	Secrétariat du Conseil du Trésor du Canada	SCT PCE 701
Primes d'encouragement	Secrétariat du Conseil du Trésor du Canada	SCT PCE 702

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Décisions des agents de sécurité	Commission des relations de travail dans la fonction publique	RTF PCE 710
Décret d'exemption sur les langues officielles	Commission de la fonction publique du Canada	CFP PCE 717
Demande de prolongation de délai	Commission des relations de travail dans la fonction publique	RTF PCE 705
Demandes de communication de renseignements	Commission de la fonction publique du Canada	CFP PCE 743
Demandes de révision	Commission des relations de travail dans la fonction publique	RTF PCE 706
Détermination des postes désignés	Commission des relations de travail dans la fonction publique	RTF PCE 708
Dossiers de la CFP sur les mutations (a pris fin en juin 1996)	Commission de la fonction publique du Canada	CFP PCE 719
Dossiers des dispensaires	Santé Canada	Scan PCE 703
Dossiers en matière de conflits d'intérêts	Industrie Canada	IC PCE 701
Dossiers médicaux à l'hôpital Sainte-Anne	Anciens Combattants Canada	ACC PCE 705
Dossiers médicaux de santé au travail	Santé Canada	Scan PCE 701
Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)	Secrétariat du Conseil du Trésor du Canada	RL PCE 700
Dossiers sur l'indemnisation des employés de l'État	Développement des ressources humaines Canada	DRHC PCE 701
Dotation des cadres de direction	Commission de la fonction publique du Canada	CFP PCE 732
Enquêtes	Commission de la fonction publique du Canada	CFP PCE 703
Évaluation de langue seconde à partir des bureaux régionaux	Commission de la fonction publique du Canada	CFP PCE 714
Examineurs de l'Évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada	CFP PCE 715

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Accréditation des agents de dotation	Commission de la fonction publique du Canada	CFP PCE 721
Anciens employés civils - dossiers d'employés	Archives nationales du Canada	AN PCE 702
Annulation de l'accréditation	Commission des relations de travail dans la fonction publique	RTF PCE 704
Arbitrage - Renvois en vertu de l'article 92 (LRFP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 708
Arbitrage - Renvois en vertu des articles 98 et 99 (LRFP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 709
Auditions d'appels	Commission de la fonction publique du Canada	CFP PCE 702
Autorisation d'interster des poursuites	Commission des relations de travail dans la fonction publique	RTF PCE 707
Autres Enquêtes	Commission de la fonction publique du Canada	CFP PCE 780
Banque de données sur l'équité en emploi (Auparavant «Système de contrôle des ressources humaines»)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 706
Banque de données sur les pensions	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 702
Base de données des sous-ministres adjoints	Secrétariat du Conseil du Trésor du Canada	RL PCE 720
Cadre analytique (antérieurement Systèmes informatisés de relevés statistiques)	Commission de la fonction publique du Canada	CFP PCE 761
Cartes de demande d'assurance	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 703
Centre d'évaluation en vue de la nomination des cadres de direction (CENCD)	Commission de la fonction publique du Canada	CFP PCE 772
Comité de révision linguistique	Commission de la fonction publique du Canada	CFP PCE 716
Comité médical consultatif - Santé des fonctionnaires fédéraux	Santé Canada	SCAN PCE 702
Congès en vue de brigrer les suffrages	Commission de la fonction publique du Canada	CFP PCE 705

notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. **Usages compatibles :** Élayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AlPRP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 907

Stationnement

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada ou la ville d'Ottawa. **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers ont pour but de recueillir des renseignements concernant l'administration des privilèges accordés en matière de stationnement.

Usages compatibles : Émettre les permis de stationnement.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AlPRP de l'institution en question. **No. ADD :** 98/001 **Numéro de fichier :** POE 914

Voyages et réinstallations

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers ont pour but de recueillir des renseignements concernant les

voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles :** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AlPRP de l'institution en question. **No. ADD :** 98/001 et **No. ADD :** 99/004 **Numéro de fichier :** POE 913

Les répondants, qui sont libérés de fournir ces renseignements, indiquent leur sexe et s'ils sont autotriches, handicapés ou font partie d'une minorité visible. Le Code d'identification de dossier personnel peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes** : Employés de l'institution. **But** : Ces dossiers ont pour but de recueillir toute la documentation nécessaire à la mise en œuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autotriches et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le Code d'identification de dossier personnel peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements ont été recueillis. Il est possible d'obtenir des données à l'auto-identification (POE 902) et dans les fichiers ministériels Dotation (POE 905). **Usages compatibles** : Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD** : 98/005 **Numéro de fichier** : POE 918

Rémunération et avantages

Description : Les dossiers contenant l'information

décrite dans ce fichier peuvent comprendre des certificats de paye, des dossiers sur les indemnités et les retenues, lesquels renferment des renseignements sur la paye et les avantages sociaux de chaque employé, ainsi que le numéro d'assurance sociale (NAS) et la correspondance sur l'administration de la paye et des avantages sociaux. Les fichiers peuvent également comprendre des ordonnances de saisie-arrêt et de distraction de fonds. (Nota : Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de l'employé.) **Catégorie de personnes** : Employés et anciens employés de l'institution. **But** : La documentation décrite dans ce fichier sert à documenter l'administration de la paye et des avantages sociaux dans les institutions gouvernementales et à approuver le paiement des traitements et des indemnités ainsi que les retenues. L'employé est tenu de fournir son NAS pour ce fichier, lequel est ensuite communiqué à TPSCGC, qui s'en sert pour créer un Code d'identification de dossier personnel (CIDP). Le NAS est aussi communiqué à l'ADRC aux fins de l'impôt sur le revenu et pour les feuillets T4. **Usages compatibles** : Permettre la vérification et le rapprochement des comptes relatifs à la paye (p. ex., la rémunération et autres sommes auxquelles a droit l'employé) et justifier le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément au Règlement sur la saisie-arrêt pour l'exécution d'ordonnances et d'ententes alimentaires, de procéder à la saisie-arrêt et à la distraction de fonds. **Normes de conservation et de destruction** : Pour connaître la durée exacte de la période de conservation de ces types de documents, prière de communiquer avec le coordinateur de l'ALRP de l'institution concernée. **No. ADD** : 98/005 **Numéro de fichier** : POE 904

Sécurité et santé au travail

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administratifs. Développement des ressources humaines Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire no 908. **Catégorie de personnes** : Employés de l'institution. **But** : Ces dossiers ont pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux,

fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque emploi, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 906

Mesures disciplinaires

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des avis de mesures disciplinaires et des pièces de correspondance concernant les fautes de conduite des employés; des témoignages; des avis juridiques; des données d'enquête sur d'éventuelles fautes de conduite et des rapports d'analyse connexes. Il convient de noter que les avis de mesures disciplinaires peuvent être versés au dossier personnel des employés. **Catégorie de personnes :** Employés et anciens employés du ministère ou de l'organisme. **But :** Ces dossiers ont pour but de conserver les renseignements utilisés aux fins de mesures disciplinaires dans les institutions gouvernementales et pour déterminer le besoin de prendre une mesure disciplinaire et la nature de celle-ci. **Usages compatibles :** Appuyer les décisions concernant la paye et les avantages sociaux; les congés et les présences; les mutations, rétrogradations et cessations d'emploi. **Normes de conservation et de destruction :** (1) Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. (2) Documents concernant un employé en particulier, y compris les documents liés à des mesures disciplinaires – le délai à respecter en matière de disposition est précisé dans les conventions collectives pertinentes ou un minimum de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, à condition qu'aucune autre mesure disciplinaire n'a été versée au dossier entre-temps. (3) Lorsqu'une mesure disciplinaire est annulée, c'est à l'institution qu'il incombe de s'assurer que les documents se rapportant à la mesure sont immédiatement détruits. **No. ADD :** 98/005 **Numéro de fichier :** POE 911

Politique de reconnaissance

Description : Les dossiers contenant les renseignements décrits dans ce fichier se rapportent aux fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime de la politique de reconnaissance du gouvernement fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à

l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis. **Catégorie de personnes :** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime de la politique de reconnaissance. **But :** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime de la politique de reconnaissance du gouvernement fédéral. **Usages compatibles :** Les renseignements contenus dans ces dossiers sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 920

Présences et congés

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux produits pour des congés de maladie. Sur tous ces documents, on doit inscrire le Code d'identification de dossier personnel, et on doit également joindre la correspondance connexe aux présences et congés. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers ont pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. **Usages compatibles :** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 903

Programme d'équité en matière d'emploi

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés.

des relations de travail dans la Fonction publique.

Usages compatibles : Les renseignements décrits dans

ce fichier sont utilisés exclusivement pour consigner et, le

cas échéant, aider à résoudre les griefs à tous les paliers

de la procédure, y compris les renvois à la Commission

des relations de travail dans la Fonction publique.

Normes de conservation et de destruction : Pour

connaître la période de temps particulière pendant

laquelle différents types de documents administratifs sont

gardés par une institution fédérale, veuillez communiquer

avec le coordinateur de l'AI/RP de l'institution en

question. **No. ADD :** 98/005 **Numéro de fichier :** POE 910

Harçèlement

Description : Les dossiers contenant les renseignements

décrits dans ce fichier peuvent renfermer de l'information

concernant les plaintes de harcèlement et le règlement

des problèmes de harcèlement, notamment la médiation

et les enquêtes. Les données recueillies comprennent de

la correspondance concernant les allégations de

harcèlement; les entrevues réalisées avec les plaignants

et les mis en cause; les entrevues avec les témoins des

incidents; les rapports des enquêtes et les analyses des

événements et des résultats, ainsi que les dossiers

touchant les décisions prises au sujet d'incidents donnés

ou de plaintes de harcèlement. Lorsqu'on a recours à la

médiation, les profils et les évaluations des médiateurs,

les ententes de médiation et de règlement, de mêmes

que les notes et les opinions des médiateurs peuvent être

versés au dossier. Ces renseignements doivent constituer

un dossier distinct et ne doivent pas être placés dans le

dossier personnel d'un plaignant. Lorsqu'une mesure

disciplinaire est prise à la suite d'une enquête, les

renseignements peuvent être transférés dans un dossier

de discipline pertinent et consister en de l'information

décrite dans le fichier de renseignements personnels

ordinaire consacré à la discipline. **Catégorie de**

personnes : Employés de l'institution et autres

personnes à l'emploi de la fonction publique. **But :** Ces

dossiers ont pour but de recueillir les renseignements

nécessaires pour traiter les plaintes de harcèlement; pour

établir, dans des circonstances données, s'il y a vraiment

une situation de harcèlement et, dans l'affirmative,

déterminer les mesures appropriées, notamment des

mesures disciplinaires, pour mettre fin à cette situation.

Usages compatibles : Appuyer les décisions portant sur

les mutations et les mesures disciplinaires à l'endroit des

employés et assurer l'équité du processus de l'enquête,

renseignements concernant les résultats et les

recommandations de l'enquête pouvant être divulgués au

plaignant et au mis en cause. À la suite d'une plainte

fondée, on peut divulguer au plaignant toute mesure

corrective ou disciplinaire. On peut utiliser des

renseignements d'ordre général touchant des personnes

qui ne peuvent être identifiées pour analyser les

tendances et donner de l'information aux personnes

œuvrant dans le domaine de la prévention et du

règlement du harcèlement. **Normes de conservation**

et de destruction : Pour connaître la période de temps

particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordinateur de

l'AI/RP de l'institution en question. **No. ADD :** 98/005

Numéro de fichier : POE 919

Journaux de contrôle des réseaux électroniques

Description : Les dossiers contenant les renseignements

décrits dans ce fichier se rapportent à l'utilisation des

réseaux électroniques. Ces renseignements sont recueillis

lorsqu'il y a lieu de soupçonner qu'un réseau électronique

du gouvernement fédéral est soumis à un usage

détourné, au sens donné à ce terme dans les politiques

en la matière de l'organisme intéressé ou du Conseil du

Trésor. Ces dossiers peuvent comprendre par exemple,

des journaux de réseau qui établissent des liens entre le

poste de travail d'un employé et une adresse IP, les liste

de sites consultés et les renseignements sur les

opérations effectuées, y compris la date, l'heure, la durée

et la nature de la visite ou de l'opération. Il peut aussi

s'étendre à de l'information sur l'usage fait de codes

d'autorisation attribués à des particuliers, y compris les

cas où les codes ont pu être utilisés avec succès ou non,

la date, l'heure et la fréquence d'utilisation. **Catégorie**

de personnes : Les employés de l'organisme et des

particuliers autres qui font usage des réseaux

électroniques du gouvernement fédéral. **But :** Les

renseignements versés dans ces dossiers sont recueillis

aux fins des enquêtes sur les cas soupçonnés ou

présomés d'usage détourné des réseaux électroniques

de l'État. **Usages compatibles :** Les renseignements

peuvent servir à justifier les mesures disciplinaires prises à

la suite d'une infraction aux politiques de l'organisme ou

du Conseil du Trésor concernant l'usage des réseaux

électroniques. **Normes de conservation et de**

destruction : Pour connaître la période de temps

particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordinateur de

l'AI/RP de l'institution en question. **No. ADD :** 98/001

Numéro de fichier : POE 922

Langues officielles

Description : Ce fichier contient des renseignements sur

les inscriptions aux cours et les présences; des

demandes de formation linguistique comprenant des

données personnelles de base utilisées à des fins

d'identification, comme la principale langue officielle de

l'employé, sa date de naissance et son Code

d'identification de dossier personnel; les résultats des

examens de connaissance linguistique; les certificats

formation et la correspondance concernant les

qualifications de l'employé en matière de langues

officielles. Le fichier peut également comprendre un

double de la formule destinée au Système d'information

sur les langues officielles (SILCO). Les examens

linguistiques, les dossiers concernant la formation et les

exemptions sont joints au dossier personnel de

l'employé. On trouve également des données semblables

dans les fichiers particuliers de la Commission de la

Fonction publique et du Secrétaire du Conseil du Trésor.

Catégorie de personnes : Employés de l'institution.

But : Les renseignements décrits dans ce fichier ont pour

but de fournir de la documentation nécessaire à

l'administration des politiques en matière de langues

officielles relatives aux employés de la Fonction publique

EmploYES de l'institution. **But :** Ces dossiers ont pour but de conserver des renseignements concernant le niveau de rendement de chacun des employEs des ministÈres et organismes fÈdÈraux. Il vise à dÈterminer le rendement de chacun des employEs, notamment en ce qui a trait à la nÈcessitÈ de donner des cours de formation et de perfectionnement, aux approbations de la rÈmunÈration au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la pÈriode de stage et au renvoi pendant un stage. **Usages compatibles :** Etayer les dÈcisions ayant trait aux promotions, aux mutations, aux rÈtrogradations, à l'aide aux employEs, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Pour connaître la pÈriode de temps particuliÈre pendant laquelle diffÈrents types de documents administratifs sont gardEs par une institution fÈdÈrale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD :** 98/005 **NumÈro de fichier :** POE 912

Formation et perfectionnement

Description : Les dossiers contenant les renseignements dÈcrits dans ce fichier peuvent renfermer des renseignements personnels concernant le rendement des employEs de l'institution. **But :** Ces dossiers ont pour but de fournir de la documentation et de perfectionnement, y compris des programmes liEs à l'ÈquitÈ en matiÈre d'emploi, au sein des ministÈres et organismes fÈdÈraux. **Usages compatibles :** Approuver et inscrire la participation des employEs à des cours de formation et de perfectionnement et confirmer les rÈalisations des employEs. Relier les donnÈes d'auto-identification volontaire aux renseignements consignEs dans d'autres fichiers, afin de faciliter la mise en œuvre et l'Èvaluation des politiques du gouvernement concernant les programmes d'ÈquitÈ en matiÈre d'emploi. **Normes de conservation et de destruction :** Pour connaître la pÈriode de temps particuliÈre pendant laquelle diffÈrents types de documents administratifs sont gardEs par une institution fÈdÈrale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD :** 98/005 **NumÈro de fichier :** POE 905

Garderie en milieu de travail

Description : Les dossiers contenant les renseignements dÈcrits dans ce fichier peuvent renfermer des

renseignements recueillis à partir d'enquêtes menÈes par les ministÈres auprÈs de leurs employEs pour Èvaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont ÈtÈ compilÈs dans le but de dÈterminer l'aide financiÈre permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'Èvaluer la politique sur les garderies. Ils peuvent comprendre des donnÈes personnelles sur l'employÈ ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prÈvue, la probabilitÈ qu'un employÈ inscrive un enfant dans une garderie parallÈle par le ministÈre et les raisons qui pourraient l'inciter à l'y inscrire. Les renseignements seront communiquÈs volontairement et ne pourront Ètre utilisÈs qu'avec le consentement des employEs. **CatÈgorie de personnes :** Tous les employEs des ministÈres et organismes fÈdÈraux ÈnumÈrÈs à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. **But :** Ces dossiers doivent servir à dÈterminer si l'intÈrêt et la demande sont suffisants pour que le ministÈre envisage rÈellement (Ètude de viabilitÈ) la possibilitÈ d'Ètablir une garderie en milieu de travail. Ils permettront de dÈterminer le niveau d'aide que le gouvernement fÈdÈral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Ils serviront Ègalement à Èvaluer la politique sur les garderies dans la fonction publique fÈdÈrale, ainsi que le niveau d'aide que le gouvernement fÈdÈral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinÈs aux garderies. L'information pourra Ètre communiquÈe au Conseil du TrÈsor, au ministÈre, au comitÈ constituÈ avec l'approbation du ministÈre, à un ministÈre gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirÈs des fichiers mentionnÈs ci-dessous que le ministÈre pourra dÈterminer le nombre d'employEs qui utilisent une garderie et leur profil. **Normes de conservation et de destruction :** Pour connaître la pÈriode de temps particuliÈre pendant laquelle diffÈrents types de documents administratifs sont gardEs par une institution fÈdÈrale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD :** 98/005 **NumÈro de fichier :** POE 930

GriÈfs

Description : Les dossiers contenant les renseignements dÈcrits dans ce fichier peuvent comprendre les griÈfs prÈsentEs par les employEs et par les reprÈsentants des unitÈs de nÈgociation; les accusÈs de rÈception et les rÈponses de la direction; les tÈmoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nÈcessaires lors de griÈfs sur la classification et toute la correspondance ÈchangÈe au sujet des griÈfs. **CatÈgorie de personnes :** EmployEs de l'institution. **But :** Ces dossiers ont pour but de consigner les renseignements utilisÈs à tous les paliers de rÈglement des griÈfs, mÈme au niveau de la Commission

atteint l'âge de 80 ans, pourvu que deux ans se soient écoulés depuis la dernière utilisation des renseignements à des fins administratives. **No. ADD :** 98/005 et **No. ADD :** 98/018 **Numéro de fichier :** POE 901

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent les demandes de

dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordonnateur relatifs au répertoire des ressources humaines; les demandes d'emploi des

candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la

dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent

comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière

d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers contiennent les renseignements utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Ils sont également une source de renseignements pour les

programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de

rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur

demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la « Communication de renseignements à la

suite d'une sélection » en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. **Normes de conservation et de destruction :** Pour connaître la période de temps

particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIIRP de l'institution en question. **No. ADD :** 98/005

Numéro de fichier : POE 902

Évaluation du rendement

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :**

requiert l'emploi ainsi que la cessation d'emploi, y compris les certificats et les motifs de départ.

Vous trouverez dans d'autres fichiers ordinaires une description plus complète des renseignements que renferment les dossiers des institutions qui ont trait à certains des sujets précités.

Lorsqu'une personne change de ministère ou d'organisme (et que les deux institutions sont mentionnées en annexe de la Loi sur la protection des renseignements personnels), la première institution peut, avant de les transférer à l'autre, conserver les dossiers

pertinents jusqu'à ce qu'elle ait fini de remplir toutes les formalités administratives requises. **Catégorie de personnes :** Employés et anciens employés de l'institution. **But :** Les dossiers personnels des employés

sont conservés, d'une part, pour faciliter l'administration du personnel du ministère ou organisme employeur et, d'autre part, par souci de continuité et d'exactitude

lorsqu'un employé est muté à un autre ministère ou organisme mentionné en annexe de la Loi sur la protection des renseignements personnels. Les dossiers renfermant l'information décrite dans ce fichier servent à assurer la coordination des interventions du personnel

dans les institutions gouvernementales, dans l'intérêt de l'employé aussi bien que de l'employeur. On se sert parfois de l'information pour planifier des interventions futures en se basant sur les profils démographiques actuels de l'effectif, notamment pour planifier la relève.

Usages compatibles : L'information peut être utilisée, entre autres, pour appuyer l'administration des fonctions du personnel qui sont énumérées dans la Description ci-dessus. Elle peut aussi servir à confirmer l'identité des employés en vue de leur permettre l'accès aux sites Web

et aux bases de données du gouvernement et du ministère. Certains des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada (TPSGC) afin de faciliter le versement des traitements; à divers régimes d'assurance-maladie provinciaux et à des assureurs collectifs, s'il y a lieu; à

Développement des ressources humaines Canada (DRHC) aux fins de l'assurance-emploi et des pensions; et à l'Agence des douanes et du revenu du Canada (ADRC) et à la province de Québec pour les besoins de l'impôt sur le revenu. Il peut y avoir échange de renseignements entre l'employeur actuel et l'employeur

précédent du fonctionnaire pour que puissent être effectués des paiements finaux, y compris des paiements rétroactifs et le recouvrement de sommes dues à la Couronne dans le cas d'un employé qui quitte une

organisation pour aller travailler pour une autre organisation. **Normes de conservation et de destruction :** Les dossiers sont gardés par l'institution pour laquelle travaille actuellement l'employé pour toute la durée de son emploi, s'il s'agit d'une institution énumérée en annexe de la Loi sur la protection des renseignements personnels, plus un an après la dernière utilisation à des fins administratives des renseignements en question. Ils

sont ensuite transférés au Centre fédéral de documents de la région de la capitale nationale, Archives nationales du Canada. Les dossiers du personnel civil sont détruits par les Archives nationales du Canada lorsque l'employé

décisions touchant les nouveaux employés, les

mutations, les promotions, les mesures disciplinaires et les licenciements ou la résiliation d'ententes

contractuelles. **Normes de conservation et de**

destruction : Pour connaître la période de temps particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AI/RP de l'institution en question. **No. ADD : 98/001**

Numéro de fichier : POE 924

Divulgateur interne d'information concernant des

actes fautifs au travail

Description : Les dossiers contenant les renseignements décrits dans ce fichier se rapportent à l'établissement, à la mise en œuvre et à l'administration des mécanismes internes de gestion de la divulgation des actes fautifs. Il

contient les demandes générales d'information, les conseils et les plaintes officielles et officielles concernant des actes fautifs. Les dossiers connexes contiennent les lettres de divulgation d'actes fautifs, la date et la nature des actes fautifs, le nom du présumé responsable des actes fautifs et d'autres renseignements pertinents, les comptes rendus des entrevues, les conclusions finales des enquêtes et des analyses des événements ainsi que les comptes rendus des décisions prises.

Ce fichier contient aussi de l'information pour produire le rapport annuel, ce qui comprend l'efficacité des mécanismes de détection et de correction des actes fautifs, une analyse des divulgations et des recommandations pour améliorer le processus.

Catégorie de personnes : Les employés qui relèvent de tous les ministères et organismes de la fonction publique énumérés à la partie I de l'annexe I de la Loi sur

Ce fichier est utilisé pour définir les types de renseignements à recueillir pour donner suite aux plaintes déposées aux termes de la Politique sur la divulgation interne d'information concernant des actes fautifs au travail et, dans les cas où des actes fautifs ont été commis, pour déterminer les mesures à prendre (mesures administratives ou disciplinaires ou poursuites) pour

mettre fin aux actes fautifs. De plus, ce fichier est utilisé pour compiler l'information nécessaire pour traiter dans un rapport annuel des statistiques, des enjeux, des difficultés et des recommandations connexes.

compatibles : Pour étayer les décisions sur les mesures disciplinaires prises ou les poursuites intentées à la suite de la divulgation d'actes fautifs, pour assurer l'équité du processus d'enquête et documenter les conclusions et les recommandations découlant de l'enquête menée à la suite de la divulgation d'actes fautifs; et pour faciliter la rédaction d'un rapport annuel à l'intention de l'administrateur général de l'institution. **Normes de**

conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le

coordonnateur de l'AI/RP de l'institution en question. **No. ADD : 98/005** **Numéro de fichier** : POE 923

Cartes d'identification et laissez-passer

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les photos, signatures, noms, prénoms et numéros de carte des détenteurs de laissez-passer, les formulaires d'identification et la correspondance concernant la remise et la tenue à jour des cartes d'identité et des laissez-passer. **Catégorie de personnes** : Les employés et les personnes en affectation ou à contrat devant avoir accès à une institution fédérale. **But** : Ces

dossiers ont pour but de conserver l'information concernant la remise, l'utilisation et l'annulation des cartes d'identité et des laissez-passer, et de contribuer à la sécurité des installations gouvernementales ainsi que celle des personnes et des biens qui se trouvent dans

telles installations. **Usages compatibles** : Émettre des cartes d'identité et des laissez-passer. **Normes de**

conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le

coordonnateur de l'AI/RP de l'institution en question. **No. ADD : 98/001** **Numéro de fichier** : POE 917

Dossier personnel d'un employé

Description : Ce fichier décrit l'information que peut renfermer le dossier personnel d'un employé, dossier qui

contient des renseignements sur son emploi dans les institutions gouvernementales énumérées en annexe de la Loi sur la protection des renseignements personnels. C'est l'institution pour laquelle l'employé travaille

actuellement qui détient le dossier personnel de ce dernier, lequel peut contenir les renseignements suivants : des caractéristiques personnelles telles que l'âge et le

sexe, le numéro d'assurance sociale, le code d'identification de dossier personnel, l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois précédents à l'extérieur de la fonction publique, les curriculum vitae et les références.

Le dossier personnel de l'employé peut renfermer des renseignements sur la dotation en personnel, les présences et les congés, la rémunération, les avantages sociaux, les saisies-arêts, la formation et le perfectionnement, les décisions relatives à la

rémunération et à l'aptitude à l'emploi, les langues officielles, la discipline, le niveau d'autorisation de sécurité, le lieu de travail, les nominations, les mutations, les déploiements, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de

probation, les mises en disponibilité et la durée de l'emploi, la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, y compris les noms des bénéficiaires. On peut également trouver dans ce dossier, le cas échéant, des renseignements

concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'arme à feu que

conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/PP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 915

Contrôle de sécurité du personnel (Vérification de la fiabilité /autorisation de sécurité) Autrois Vérification de la fiabilité (POE 921) et Autorisations sécuritaires (POE 909).

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent les renseignements recueillis par les institutions gouvernementales lors de vérifications de la fiabilité et d'autorisations de sécurité relativement à des personnes qui travaillent ou qui soumettent une demande d'emploi auprès d'une institution fédérale à la suite d'une nomination, d'une affectation ou de l'obtention d'un contrat, conformément à la Politique du gouvernement sur la sécurité (PGS). Ces documents comprennent les formulaires de consentement et d'autorisation du personnel dûment remplis, la documentation pertinente sur les autorisations de sécurité et les antécédents personnels, les données attestant des études, titres et qualités professionnelles, les données sur l'emploi, la vérification du casier judiciaire (y compris les empreintes digitales utilisées dans le cadre du contrôle de sécurité), la vérification de la solvabilité lorsqu'il y a lieu, des photos ainsi que d'autres renseignements personnels.

L'information fournie par les candidats peut uniquement être partagée avec les agences d'évaluation du crédit, la GRC et le SCRC qui procède aux vérifications requises en vertu de la PGS, ou à des fins de transférabilité telle que définie dans la Norme sur la sécurité du personnel de la PGS, et les bureaux de la sécurité d'autres ministères fédéraux. Le niveau de fiabilité et les autorisations de sécurité peuvent être annexés au Dossier personnel de l'employé. Les détails des enquêtes menées par le SCRS sont conservés dans un fichier du SCRS. Catégories de personnes : Les personnes qui travaillent ou qui souhaitent travailler pour le gouvernement fédéral par voie de nomination, d'affectation, par l'entremise d'une agence de services temporaires ou d'un contrat, et dont le poste exige une vérification de la fiabilité ou une autorisation de sécurité. **But :** Ces dossiers ont pour but de conserver et de fournir l'information nécessaire à la fiabilité, de la pertinence et de la loyauté d'une personne dans le but de protéger les biens de l'employeur et de fournir l'information nécessaire à un contrôle de sécurité, conformément à la Politique du gouvernement sur la sécurité. Les institutions ont uniquement accès à l'information contenue dans ce fichier et non à l'information relative aux enquêtes du fichier du SCRS. **Usages compatibles :** Justifier les

d'identification ainsi que la correspondance liée à l'émission et au maintien des cartes d'identification et laissez-passer, de même que les registres de contrôle de l'accès. **Catégorie de personnes :** Les employés et personnes en affectation ou à contrat, qui doivent avoir accès à une institution fédérale. **But :** Ces documents ont pour but l'information sur l'émission, l'utilisation et l'annulation des cartes d'identification et laissez-passer, et de contribuer à assurer la sécurité des installations gouvernementales ainsi que celle des personnes et des biens qui se trouvent dans de telles installations. **Usages compatibles :** Émission de cartes d'identification et de laissez-passer. De plus, avec le consentement de la personne visée, les photos conservées en dossier peuvent servir à des fins d'identification pour appuyer le contrôle de sécurité du personnel. La base de données des cartes d'identification et laissez-passer peut consigner les heures d'arrivée et de sortie des installations, et être utilisée dans les cas d'incidents touchant la sécurité comme des vols ou des situations d'urgence. Dans pareille éventualité, l'information peut être partagée avec les autorités policières pertinentes et les équipes d'urgence. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/PP de l'institution en question. **No. ADD :** 98/001 **Numéro de fichier :** POE 917

Code régissant les conflits d'intérêts et l'après-mandat

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigences visés par les articles 21 et 22, et participe aux activités décrites dans l'article 26 du Code de la Fonction publique; (2) des rapports confidentiels sur les biens, les exigences et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles. **Catégorie de personnes :** Employés fédéraux. **But :** Ces dossiers ont pour but de conserver les renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des

Descriptions des fichiers ordinaires

Des descriptions destinées aux fichiers de

renseignements personnels ont été préparées pour préciser les renseignements personnels que l'on peut trouver dans les types de dossiers communément tenus par les institutions fédérales. Il s'agit de dossiers qui étaient les fonctions administratives, les procédures et les systèmes internes que possèdent toutes les institutions fédérales ou qu'elles se partagent. Ils décrivent l'information concernant la paye et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Ces fichiers de renseignements portent l'identificateur unique « POE » dans le numéro de fichier que l'on trouve dans le fichier de renseignements personnels

Normes de conservation et de destruction des fichiers de renseignements personnels ordinaires

L'annonce des normes de conservation et de destruction suivantes s'applique à tous les fichiers de renseignements personnels ordinaires, à moins d'indication contraire dans un fichier de renseignements personnels spécifique.

- Les dossiers contenant les renseignements personnels décrits dans les fichiers ordinaires peuvent être conservés pendant diverses périodes de temps, selon la décision de chaque entité gouvernementale, à moins d'indication contraire.

- Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada.

• Selon la Loi sur la protection des

renseignements personnels, « fins

administratives » s'entend de l'utilisation de

renseignements dans le processus décisionnel

qui affecte directement un individu.

- Pour connaître la période de temps particulière

pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALPRP de l'institution en question.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Les dossiers contenant des

renseignements décrits dans ce fichier peuvent comprendre des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à

des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire no 907. **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers ont pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement. **Usages compatibles :** Déterminer la responsabilité pour de tels accidents et approuver leur règlement. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALPRP de l'institution en question.

Numéro de fichier : POE 908

Aide aux employés

Description : Les dossiers contenant des

renseignements décrits dans ce fichier sont traités de façon confidentielle en ce qui touche la participation d'un employé au Programme d'aide aux employés (PAE). Ces dossiers peuvent comprendre des avis de mise en rapport volontaire ou obligatoire (connaître au rendement au travail); des dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence des services d'hygiène du travail et du milieu. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires doivent être conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Employés de l'institution. **But :** Ces dossiers ont pour but d'étayer les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALPRP de l'institution en question.

ADD : 98/005 **Numéro de fichier :** POE 916

Cartes d'identification et laissez-passer

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent les photos, signatures, noms, prénoms et numéros de carte des détenteurs de laissez-passer, les formulaires

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POE 902	Dotation
POE 903	Présences et congés
POE 904	Rémunération et avantages
POE 905	Formation et perfectionnement
POE 906	Langues officielles
POE 907	Sécurité et santé au travail
POE 908	Accidents d'automobile, de bateau, d'embarcation et d'avion
POE 909	Voir POE 924
POE 910	Griefs
POE 911	Mesures disciplinaires
POE 912	Évaluation du rendement
POE 913	Voyages et réinstallations
POE 914	Stationnement
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POE 916	Aide aux employés
POE 917	Cartes d'identification et laissez-passer
POE 918	Programme d'équité en matière d'emploi
POE 919	Harcèlement
POE 920	Politique de reconnaissance
POE 921	Voir POE 924
POE 922	Journaux de contrôle des réseaux électroniques
POE 923	Divulgateur interne d'information concernant des actes fautifs au travail
POE 924	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité) Autrefois Vérification de la fiabilité (POE 921) et Autorisations sécuritaires (POE 909)
POE 930	Garderie en milieu de travail

Tribunal canadien des relations**professionnelles artistes-producteurs**

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Tel: (506) 851-3845

1 800 561-7862

Téléc : (506) 851-7403

Agence des douanes et du revenu du Canada

Peter Hull

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

11e étage, Tour Executive Albion

25, rue Nicholas

Ottawa (ON) K1A 0L5

Tel: (613) 957-8821

Téléc : (613) 941-9395

Agence Parcs Canada

E.W. Aumand

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

25, rue Eddy, 3e étage

Station 57

Gatineau (QC) K1A 0M5

Tel: (819) 997-2894

Téléc : (819) 953-9524

Agence spatiale canadienne

Danielle Bourgie

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

6767, route de l' Aéroport

Saint-Hubert (QC) J3Y 8Y9

Tel: (450) 926-4866

Téléc : (450) 926-4878

Agriculture et Agroalimentaire Canada

Danielle Jacques

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

Edifice Sir John Carling, Pièce 255

930, avenue Carling

Ottawa (ON) K1A 0C5

Tel: (613) 759-7083

Téléc : (613) 759-6547

Anciens Combattants Canada

Barry Johnston

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

C.P. 7700

Charlottetown (PE) C1A 8M9

Tel: (902) 566-8228

Téléc : (902) 368-0496

Archives nationales du Canada

Julie Attallah

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

395, rue Wellington, pièce 350

Ottawa (ON) K1A 0N3

Tel: (613) 995-5493

Téléc : (613) 992-9350

Banque de développement du Canada

Robert D. Annett

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

5, Place Ville-Marie, pièce 400

Montréal (QC) H3B 5E7

Tel: (514) 283-3554

Téléc : (514) 283-9731

Administration portuaire de Trois-Rivières

Roger Marceau
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
1545, rue du Fleuve, bureau 300
Trois-Rivières (QC) G9A 5K2
Tel: (819) 378-2887 poste 26
Téléc : (819) 378-2487

Administration portuaire de Vancouver

Wendy Petruk
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
1900 Granville Square
200, rue Granville
Vancouver (CB) V6C 2P9
Tel: (604) 665-9054
Téléc : (604) 665-9062

Administration portuaire de Windsor

David Cree
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
251, rue Goyeau, suite 502
Windsor (ON) N9A 6V2
Tel: (519) 258-5741
Téléc : (519) 258-5905

Administration portuaire du fleuve Fraser

Sarb Dhut
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
713, rue Columbia, suite 500
New Westminster (CB) V3M 1B2
Tel: (604) 524-6655
Téléc : (604) 524-1127

Administration portuaire du North-Fraser

Krita Henderson
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
7911, rue Grauer
Richmond (CB) V7B 1N4
Tel: (604) 273-1866
Téléc : (604) 273-3772

Administration portuaire du Saguenay

Pierre Paquin
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
6600, chemin du Terminal
Ville de La Baie (QC) G7B 3N9
Tel: (418) 697-0250
Téléc : (418) 697-0243

Affaires indiennes et du Nord Canada

Marie Dauray Chartrand
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
Les Terrasses de la Chaudière, pièce 517
10, rue Wellington
Gatineau (QC) K1A 0H4
Tel: (819) 953-2049
Téléc : (819) 953-5492

Agence canadienne de développement international

Andrée Potvin
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
Place du Centre, 12e étage
200, Promenade du Portage
Gatineau (QC) K1A 0G4
Tel: (819) 997-0846
Téléc : (819) 953-3352

Agence canadienne d'évaluation environnementale

Ann Amyot
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
200, boulevard Sacré-Cœur, pièce 905
Gatineau (QC) K1A 0H3
Tel: (819) 953-8351
Téléc : (819) 953-2891

Agence canadienne d'inspection des aliments

Debbie Taylor
Coordonnateur de l'accès à l'information et la protection des renseignements personnels
59, promenade Camelot, pièce 2323E
Ottawa (ON) K1A 0Y9
Tel: (613) 225-2342 poste 4728
Téléc : (613) 228-6639

Administration portuaire de Montréal
 Sylvie Vachon
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 Aile no. 1, Édifice du port de Montréal
 Cité du Havre
 Montréal (QC) H3C 3R5
 Tel: (514) 283-2735
 Téléc : (514) 496-9121

Administration portuaire de Nanaimo
 Bill Mills
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 104, rue Front
 C.P. 131
 Nanaimo (CB) V9R 5K4
 Tel: (250) 753-4146
 Téléc : (250) 753-4899

Administration portuaire de Port Alberni
 Linda Kelsall
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 2750, chemin Harbour
 Port Alberni (CB) V9Y 7X2
 Tel: (250) 723-5312
 Téléc : (250) 723-1114

Administration portuaire de Prince-Rupert
 Joe Rektor
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 200 – 215, rue Cow Bay
 Prince Rupert (CB) V8J 1A2
 Tel: (250) 627-8899
 Téléc : (250) 627-8980

Administration portuaire de Québec
 Pascal Raby
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 150, rue Dalhousie
 Québec (QC) G1K 7P7
 Tel: (418) 648-3640
 Téléc : (418) 648-4186

Administration portuaire de Saint John
 Pam Flemming
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 133, rue Prince William, 5e étage
 Saint John (NB) E2L 2B5
 Tel: (506) 636-4982
 Téléc : (506) 636-4443

Administration portuaire de Sept-Îles
 Diane Morin
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 1 Quai Mgr-Blanche
 Sept-Îles (QC) G4R 5P3
 Tel: (418) 961-1227
 Téléc : (418) 962-4445

Administration portuaire de St. John's
 Sean Hanrahan
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 C.P. 6178
 1, rue Water
 St. John's (TN) A1C 5X8
 Tel: (709) 738-4780
 Téléc : (709) 738-4784

Administration portuaire de Thunder Bay
 Tim V. Heney
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 100, rue Main
 Thunder Bay (ON) P7B 6R9
 Tel: (807) 346-7387
 Téléc : (807) 345-9058

Administration portuaire de Toronto
 Lisa Raitt
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 60, rue Harbour
 Toronto (ON) M5J 1B7
 Tel: (416) 863-2016
 Téléc : (416) 863-4830

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels

Administration de pilotage de l'Atlantique
Canada
 Bonnie Jollymore
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 Tour Cogswell, bureau 910
 2000, rue Barrington
 Halifax (NE) B3J 3K1
 Tél: (902) 426-2551
 Téléc : (902) 426-7333

Administration de pilotage des Grands Lacs

Canada
 Christine Doherty
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 202, rue Pitt
 C.P.95
 Cornwall (ON) K6H 5R9
 Tél: (613) 933-2991 poste 208
 Téléc : (613) 932-3793

Administration de pilotage des Laurentides

Canada
 Nicole Sabourin
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 715, Square Victoria, 6e étage
 Montréal (QC) H2Y 2H7
 Tél: (514) 283-6320 poste 213
 Téléc : (514) 496-2409

Administration de pilotage du Pacifique

Canada
 Bruce Chadwick
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 1000 – 1130, rue Pender Ouest
 Vancouver (CB) V6E 4A4
 Tél: (604) 666-6771
 Téléc : (604) 666-1647

Administration du pipe-line du Nord Canada
 Kris Panday
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 Édifice Lester B. Pearson
 125, promenade Sussex
 Ottawa (ON) K1A 0G2
 Tél: (613) 944-0358
 Téléc : (613) 944-8493

Administration du pont Blue Water
 Mary Teft
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 1, rue Bridge
 Point Edward (ON) N7V 4J5
 Tél: (519) 336-2720
 Téléc : (519) 336-7622

Administration portuaire de Belledune
 Luc Forcier
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 112, promenade Shannon
 Belledune (NB) E8G 2W2
 Tél: (506) 522-1202
 Téléc : (506) 522-0803

Administration portuaire de Halifax
 Joan Macleod
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 Terminals Océan
 1215, rue Marginal
 C.P. 336
 Halifax (NE) B3J 2P6
 Tél: (902) 426-6536
 Téléc : (902) 426-7335

Administration portuaire de Hamilton
 Coordonnateur de l'accès à l'information et la protection des renseignements personnels
 605, rue James Nord
 Hamilton (ON) L8L 1K1
 Tél: (905) 525-4330
 Téléc : (905) 528-6282

Téléphone (819) 956-4800
Télécopieur (819) 994-1498
Numéro sans frais 1-800-635-7943
Site Internet www.communication.gc.ca/publications/publications_f.html

Info Source est également disponible sur Internet à l'adresse suivante :
infosource.gc.ca

Nota : Les demandes faites en vertu de la *Loi sur la protection des renseignements personnels* doivent être transmises aux institutions appropriées dont les adresses apparaissent dans les pages suivantes.

des bureaux d'un coordonnateur de l'Accès à l'information et de la protection des renseignements personnels.

H. Où obtenir plus de renseignements

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la **Loi sur l'accès à l'information** ou sur la **Loi sur la protection des renseignements personnels** à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du coordonnateur de l'AI/PRP et à la bibliothèque.

Si vous désirez obtenir plus de renseignements au sujet d'**Info Source**, de **Sources de renseignements fédéraux**, de **Sources de renseignements sur les employés fédéraux** ou de la **Loi sur la protection des renseignements personnels**, vous pouvez communiquer avec :

Le Secrétariat du Conseil du Trésor du Canada

L'Esplanade Laurier, 8^e étage, tour est
140, rue O'Connor, Ottawa (Ontario) K1A 0R5

Téléphone (613) 957-2455
Télécopieur (613) 952-7287
Courriel infoSOURCE@tbs-sct.gc.ca
Site Internet www.tbs-sct.gc.ca

Si vous désirez obtenir un exemplaire du **Répertoire des centres fédéraux de demande de renseignements** ou un dépliant sur la **Loi sur l'accès à l'information** ou la **Loi sur la protection des renseignements personnels**, veuillez communiquer avec :

Le Centre de distribution du Conseil du Trésor

L'Esplanade Laurier, pièce P-140, niveau P-1W
300, avenue Laurier Ouest, Ottawa (Ontario) K1A 0R5

Téléphone (613) 995-2855
Télécopieur (613) 996-0518
Courriel Services-Publications@tbs-sct.gc.ca

Si vous désirez acheter un exemplaire de **Sources de renseignements fédéraux** ou de **Sources de renseignements sur les employés fédéraux**, veuillez communiquer avec :

Serez avisé dans les 30 premiers jours et on vous donnera la raison pour laquelle une période supplémentaire de 30 jours pourrait être requise.

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait de la réponse obtenue ou du temps qu'il a fallu pour l'obtenir.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit, peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Bureau du Commissaire à la protection de la vie privée

Place de Ville, 3e étage, tour B
112, rue Kent, Ottawa (Ontario) K1A 1H3

Renseignements généraux (613) 995-8210
Télécopieur (613) 947-6850
Numéro sans frais 1-800-282-1376
ATME (613) 992-9190
Site Internet www.privcom.gc.ca

G. Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact

Repérez le chapitre du ministère ou de l'organisme fédéral le quel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'ALPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées

Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide supplémentaire de l'un

- Obtenez un **Formulaire de demande d'accès à des renseignements**

personnels dans les endroits où la publication **Info Source** est disponible (y compris le site Internet : www.tbs-sct.gc.ca/tbsf-fsct-f.html).

- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, autrement dit, que c'est bien vous et non quelqu'un d'autre qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.

- Faites parvenir le formulaire au coordonnateur de l'accès à l'information et de la protection des renseignements personnels de votre ministère ou organisme fédéral.

- Si vous êtes un ancien fonctionnaire, adressez-vous aux Archives nationales du Canada, 395, rue Wellington, Ottawa (Canada), K1A 0N3, (613) 995-5138.

Il n'y a aucuns frais pour faire une demande en vertu de la **Loi sur la protection des renseignements personnels**.

Pour apporter des changements aux renseignements

Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels

La protection des renseignements personnels et de la vie privée est un autre but très important de la **Loi sur la protection des renseignements personnels**. La **Loi** stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

La divulgation de l'information

Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la **Loi sur la protection des renseignements personnels** s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais

En vertu de la **Loi**, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en

Responsabilités de chaque institution

Les institutions gouvernementales doivent fournir chaque année au Secrétaire du Conseil du Trésor des descriptions portant sur leurs organismes et sur leurs fonds de renseignements. Ces descriptions servent à produire les publications exigées aux termes de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*. Par conséquent, chaque ministère et chaque organisme est entièrement responsable des renseignements qu'il fournit.

F. Loi sur la protection des renseignements personnels

La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La *Loi sur la protection des renseignements personnels* garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La *Loi* les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut collecter, utiliser, entreposer et divulguer des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande

Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, le cas échéant.

Certains renseignements personnels sont confidentiels

En vertu de la *Loi sur la protection des renseignements personnels*, le gouvernement fédéral est tenu de garder certains types de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres personnes, à la sécurité nationale et à l'exécution de la *Loi*.

Comment faire une demande

Lorsque vous avez décidé de faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*, voici la procédure à suivre :

Trésor s'acquitte de cette tâche en produisant chaque année la publication **Info Source** qui regroupe les publications suivantes :

Sources de renseignements fédéraux

Cette publication fournit une description de l'organisme et de son fonds de renseignements.

Sources de renseignements sur les employés fédéraux

Cette publication énumère toutes les bases de renseignements personnels qui renferment des renseignements sur les employés fédéraux.

Répertoire des centres fédéraux de demande de renseignements

Cette publication fournit les coordonnées de personnes-ressources au sein des ministères et des organismes fédéraux.

Dépliant sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels

Cette publication fournit des descriptions sommaires portant sur les procès fédéraux et les statistiques sur les demandes soumises en vertu de la LAI et de la LPPR.

La publication **Info Source** est distribuée dans les bibliothèques, les bureaux municipaux et les centres gouvernementaux à l'échelle du Canada.

Responsabilités des Archives nationales du Canada

Établies en application de la *Loi sur les Archives nationales (1987)*, les Archives nationales assument diverses responsabilités liées à la disposition des renseignements produits par les institutions fédérales à l'appui des politiques publiques, de la gestion gouvernementale et de la prestation des programmes. Ces responsabilités comprennent l'autorisation accordée aux institutions gouvernementales de disposer de documents, et la conservation des documents qui revêtent une importance historique ou d'archives. Dans le cadre du Programme de disposition des documents gouvernementaux, l'Archiviste national accorde des *Autorisations de disposer de documents (ADD)* qui permettent aux institutions gouvernementales de disposer de documents qui ne s'avèrent plus utiles au plan opérationnel, en autorisant leur destruction (à la discrétion des institutions), en demandant leur transfert aux Archives nationales du Canada ou en autorisant leur aliénation du contrôle du gouvernement du Canada.

les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne. Ces fichiers doivent aussi contenir les renseignements personnels qui ont été ou qui sont utilisés, ou encore, qui peuvent servir à des fins administratives.

La présente publication contient trois catégories de fichiers de renseignements personnels, soit :

Fichiers ordinaires : On compte 23 fichiers ordinaires dans lesquels sont répertoriés des renseignements de nature administrative détenus par plusieurs institutions gouvernementales et qui visent les employés. Chaque institution peut détenir un grand nombre de ces fichiers ou tous ces fichiers. On y retrouve des renseignements sur la paie et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Fichiers centraux : Les fichiers centraux sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Secrétariat du Conseil du Trésor du Canada et Travaux publics et Services gouvernementaux Canada. Ces fichiers comprennent des renseignements concernant les employés de quelques-uns ou de l'ensemble des organismes fédéraux.

Fichiers particuliers : Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

E. Rôles et responsabilités

Responsabilités du Conseil du Trésor

En vertu de la *Loi sur l'accès à l'information*, le Conseil du Trésor est chargé de produire et de disséminer annuellement une publication comprenant une description des organismes gouvernementaux, des instances responsables des programmes et des catégories de documents de manière suffisamment claire et détaillée pour permettre au public d'exercer les droits qui lui sont conférés aux termes de la *Loi sur l'accès à l'information*.

Il incombe également au Conseil du Trésor de produire chaque année un répertoire des renseignements personnels qui permet à la fois d'expliquer au public quel traitement le gouvernement accorde aux renseignements personnels et qui aide le public à mieux exercer ses droits en vertu de la *Loi sur la protection des renseignements personnels*. Le Secrétariat du Conseil du

opinions non sollicitées, les plaintes et la correspondance générale sont comprises dans ces catégories, lesquelles ont été établies afin de s'assurer que les ministères et organismes du gouvernement déclarent tous les renseignements personnels qu'ils détiennent.

Coordonnateur de l'accès à l'information et de la protection des renseignements personnels : Chaque ministère ou organisme du

gouvernement fédéral a un Coordonnateur de l'AI/PRP dont le bureau est doté de personnel qui peut répondre à vos questions et vous aider à préciser les dossiers que vous désirez voir. Vous pouvez communiquer avec les coordonnateurs en personne, par téléphone, ou par écrit. Si vous envoyez une lettre, fournissez le plus de détails possible afin que le personnel puisse repérer le dossier et vous faire parvenir une réponse dans les plus brefs délais.

Cycle de vie de l'information : Le cycle de vie de l'information comprend

toutes les étapes de planification, de cueillette, de création, d'acceptation et de saisie de l'information; son organisation, sa récupération, son utilisation, son accessibilité, sa dissémination et sa transmission; son entreposage, son entretien et sa protection; ainsi que sa disposition et sa préservation.

Lignes directrices concernant la conservation des documents : Les

institutions gouvernementales doivent s'assurer que la gestion de tous les renseignements et de tous les fichiers est conforme au cycle de vie établi. Les lignes directrices concernant la conservation des documents prévoient un échéancier pour la durée de vie des renseignements et des fichiers institutionnels que conserve une institution lorsque les renseignements et les fichiers ne répondent plus aux besoins opérationnels, légaux ou autres, et lorsque les Autorisations de disposition de documents peuvent s'appliquer aux fonds de renseignements et de fichiers en vue d'une disposition finale.

Il incombe à chaque institution gouvernementale de comprendre et d'appliquer toute mesure légale qui vise la conservation des renseignements, en particulier ses propres lois. Chaque institution gouvernementale a donc l'obligation d'établir les périodes de conservation qui conviennent dans le cas de ses propres fichiers, y compris les documents de gestion commune régis par les APDD.

D. Fichiers de renseignements personnels

Fichiers de renseignements personnels : Ces fichiers donnent un aperçu du type de renseignements sur les personnes qui sont détenus par les ministères et organismes fédéraux. En vertu de la *Loi sur la protection des renseignements personnels*, les *fichiers de renseignements personnels* doivent contenir tous

Il existe présentement trois catégories de APDD :

1. Documents éphémères

- Autorisation de détruire des documents éphémères

2. Documents administratifs communs

http://www.archives.ca/06/0610_f.html

- Fonction « administration générale » (Autorisation no 98/001)

- Fonction « administration immobilière » (Autorisation no 2001/002)

- Fonction « gestion du matériel » (Autorisation no 99/003)

- Fonction « gestion financière et fonction de contrôleur »

(Autorisation no 99/0004)

- Fonction « gestion des ressources humaines » (Autorisation no 98/005)

3. Documents d'exploitation communs et documents propres à un support particulier

- Documents institutionnels d'un cabinet de ministre
(Autorisation no 96/021)

- Documents des responsables d'institutions fédérales
(Autorisation no 96/022)

- Documents afférents à des systèmes d'imagerie électronique
(Autorisation no 96/023)

- Secteurs créateurs d'affiches des institutions fédérales
(Autorisation no 96/024)

- Documents audio-visuels entreposés au nom de ministères clients
(Autorisation no 2001/004)

Pour toute question concernant l'application ou l'interprétation des Autorisations pluri-institutionnelles de disposer de documents, veuillez communiquer avec le Centre de coordination des activités de la disposition des documents des Archives nationales du Canada au (613) 947-1483 ou par courriel à RDBC@archives.ca.

Catégories de renseignements personnels : Il s'agit de renseignements personnels dont on ne fait pas usage pour des fins administratives ou que l'on ne peut extraire au moyen du nom ou d'autres données d'identité. Ainsi, les

- une liste des coordonnateurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP), où les ministères et organismes figurent dans le même ordre que dans la table des matières. Cette liste donne l'adresse et le numéro de téléphone de tous les bureaux de l'AIPRP;
- la description du contenu de chacun des Fichiers ordinaires — voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujéti à la *Loi sur la protection des renseignements personnels*. Chaque chapitre donne une description des renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux, l'objet et l'utilisation prévue (utilisation uniforme) de l'information, ainsi qu'un énoncé sur la conservation et la disposition de l'information.

C. Termes utiles

Autorisation de disposition des documents : Conformément à la *Loi sur les Archives nationales*, une Autorisation de disposition de documents est un outil délivré par l'Archiviste national pour guider les institutions fédérales qui désirent disposer de documents qui n'ont plus d'utilité fonctionnelle en autorisant leur destruction, en demandant leur transfert aux Archives nationales ou en autorisant leur aliénation du contrôle du gouvernement du Canada.

Il revient à chaque institution fédérale de prendre la décision de détruire les documents et d'établir le moment opportun pour ce faire. L'Autorisation de disposition de documents s'applique généralement lorsque les documents ne servent plus à appuyer les fonctions, les opérations et les activités courantes de l'organisme.

Autorisation pluri-institutionnelle de disposer de documents (APDD) : Une

APDD est une Autorisation de disposition de documents accordée par l'Archiviste national aux institutions gouvernementales sur une base pluri-institutionnelle dans le cas de documents gérés par toutes les institutions fédérales ou par un grand nombre d'entre elles, et qui permet aux institutions autorisées de disposer de documents sous réserve de certaines modalités. Grâce aux Autorisations pluri-institutionnelles de disposer de documents, les institutions gouvernementales ne sont plus obligées de soumettre des demandes et de conclure des ententes individuelles avec l'Archiviste national dans le cas de documents de nature administrative ou opérationnelle semblable.

A. Introduction

Nota : La présente introduction d'**Info Source** est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

Info Source : Sources de renseignements sur les employés fédéraux vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la **Loi sur la protection des renseignements personnels**.

La présente publication constitue un volume qui complète **Info Source : Sources de renseignements fédéraux**, une publication contenant des renseignements sur le gouvernement du Canada, sa structure organisationnelle et ses fonds de renseignements.

Des bulletins tels que le **Répertoire des centres fédéraux de demande de renseignements** complètent l'édition annuelle d'**Info Source**.

B. Ce que contient Info Source

La présente publication d'**Info Source** comporte trois éléments principaux :

La table des matières

La table des matières organisée par ordre alphabétique utilise le nom d'usage courant de chaque ministère ou organisme, par ex. Agriculture et Agroalimentaire Canada ou Santé Canada, plutôt que le titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agroalimentaire, ou ministère de la Santé.

L'introduction

L'introduction comprend :

- des explications sur certains termes utilisés dans cette publication et sur quelques points essentiels de la **Loi sur la protection des renseignements personnels**, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de la **Loi**;

- un résumé des rôles et responsabilités des institutions fédérales qui sont responsables soit de la production d'**Info Source**, soit de fournir des données pour les publications d'**Info Source**.

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